NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

September 2009

EmpowHR – Version 9.0 Section 16 – ePerformance

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 16
ePerformance

Table Of Contents

–Performance Management **1**
ePerformance Overview 1
ePerformance Business Processes 2
  Administrative Processes 3
  Monitoring Evaluations 4
Setting Up ePerformance 4
  Entering/Modifying System Settings 4
  Working With Manage Profiles 6
    Using Rating Models 6
    Using The Content Catalog 7
    Using Profile Types 7
  Working With Approvals And Reviews 8
  Modifying Self-Service Pages And Email Notifications 8
    ePerformance Text Catalog Settings 9
      Sub ID 9
      Text Catalog Keys 9
      Text Substitution 10
    Notifications 10
Setting Up Document Templates 12
  Defining Document Types 14
  Defining Roles 19
    Setting Up Roles 20
  Defining Sections 23
      Ratings And Weighting 35
      Calculation Methods 35
      Special Processing 35
  Creating Document Templates 36
    Defining General Template Information 36
    Cloning Template Definitions 66
Setting Up Text For Advisor Tools 68
  Understanding Advisor Tools 68
    Template Setup For Results Writer And Development Tips Use 69
    Search Collections For Results Writer And Development Tips 69
  Defining Content For The Language Checker Tool 70
    Defining Objectionable Words And Phrases 70
    Defining Suggested Wording 73
  Defining Content For The Development Tips And Results Writer Tools 76
    Defining Development Tips 76
    Defining Results Writer Text For Competencies 79
  Linking Development Tips To Competencies And Sub-Competencies 83
Generating Documents 87
  Document Generation 89

- Cloning Documents 89
- Document Content 89
- Initializing From Profiles 90
- HR Performance Management 90
  - Generate Documents As An HR Administrator 90
  - View Document Creation Results As An HR Administrator 95
- MSS Performance Management 98
  - Create/Edit ePerformance Documents As A Manager 99
- ESS Performance Management 122
- Modifying Evaluation Criteria 140
  - Viewing Document Statuses 147
  - Viewing Document Progress Details 147
- Selecting Documents 150
  - Select Current Performance Documents 150
  - Select Current Development Documents 152
- Entering Comments and Ratings On Evaluations 155
  - Record Preliminary Ratings 155
  - Record Performance Notes 160
    - Ratings And Comments 165
    - Advisor Tools 165
    - Finalization Activities 166
    - Writing Tools 168
    - Language Checker Tool 169
- Update Evaluations 169
- Managing Reviews And Approvals 177
  - Review And Approval Options 177
  - Document Statuses During Review And Approval 178
  - Conduct Reviews 181
  - Approve Documents 183
  - Resolve Approval Transaction In Error 186
  - Delegate Approvals 186
- Administrative Tasks 187
  - Managing Administrative Tasks 187
    - Transferring Documents 187
    - Resetting Document Status 190
    - Cancelling Documents 192
    - Deleting Documents 195
    - Preliminary Ratings 198
    - Viewing Documents 200
- Reports 203
  - Printable Performance Appraisal/Development Plan 203
  - Graphical Rating Report 206
  - Missing Documents 208
  - Late Documents Report 213

Performance Summary 216
Detailed Staff 217
Staff Summary - Series 218
Staff Summary - Location 220
Retirement Eligibility 222
Executive Summary 224
Inquiry 225
Manager And Employee Pages 225
Administrator Pages 225

Heading Index . . . . Index – 1

–Performance Management

This section contains the following topics:

ePerformance Overview
ePerformance Business Processes
Setting Up ePerformance
Setting Up Document Templates
Setting Up Text For Advisor Tools
Generating Documents
Accessing Documents As A Manager
Modifying Evaluation Criteria
Selecting Documents
Entering Comments And Ratings On Evaluations
Update Evaluations
Managing Reviews And Approvals
Administrative Tasks
Reports
Inquiry

ePerformance Overview

ePerformance is a self-service evaluation application for managers, employees, and human resources (HR) administrators. ePerformance can be used as a tool for planning, collaboration, communication, assessment, and monitoring evaluations for two purposes: performance and development.

Performance evaluations typically assess and plan employee performance to meet current job requirements and administer salary treatments; while development evaluations are used to assess and plan employee development needs either because of gaps in skill set that is required for a current job or to meet future requirements.

ePerformance supports the entire planning and evaluation process, from planning and aligning employee performance or development goals with enterprise objectives, through assessing and rewarding employee performance results within the right behaviors.

ePerformance provides the flexibility to establish evaluations for different purposes by setting up document templates that define evaluation processes. With this module, the following can be accomplished:

- Generate evaluations.
- Establish evaluation criteria.
- Manage multiple participants.
- Enter evaluation data, including notes, rating, weights, and comments.

- Consolidated feedback from multiple sources into the managers evaluation.
- Submit the manager evaluation for review and approval.

ePerformance Business Processes

The diagram below illustrates an example of the flow of ePerformance business processes - assuming that the document template implements the established criteria, multi-participant, review, and approval processes.

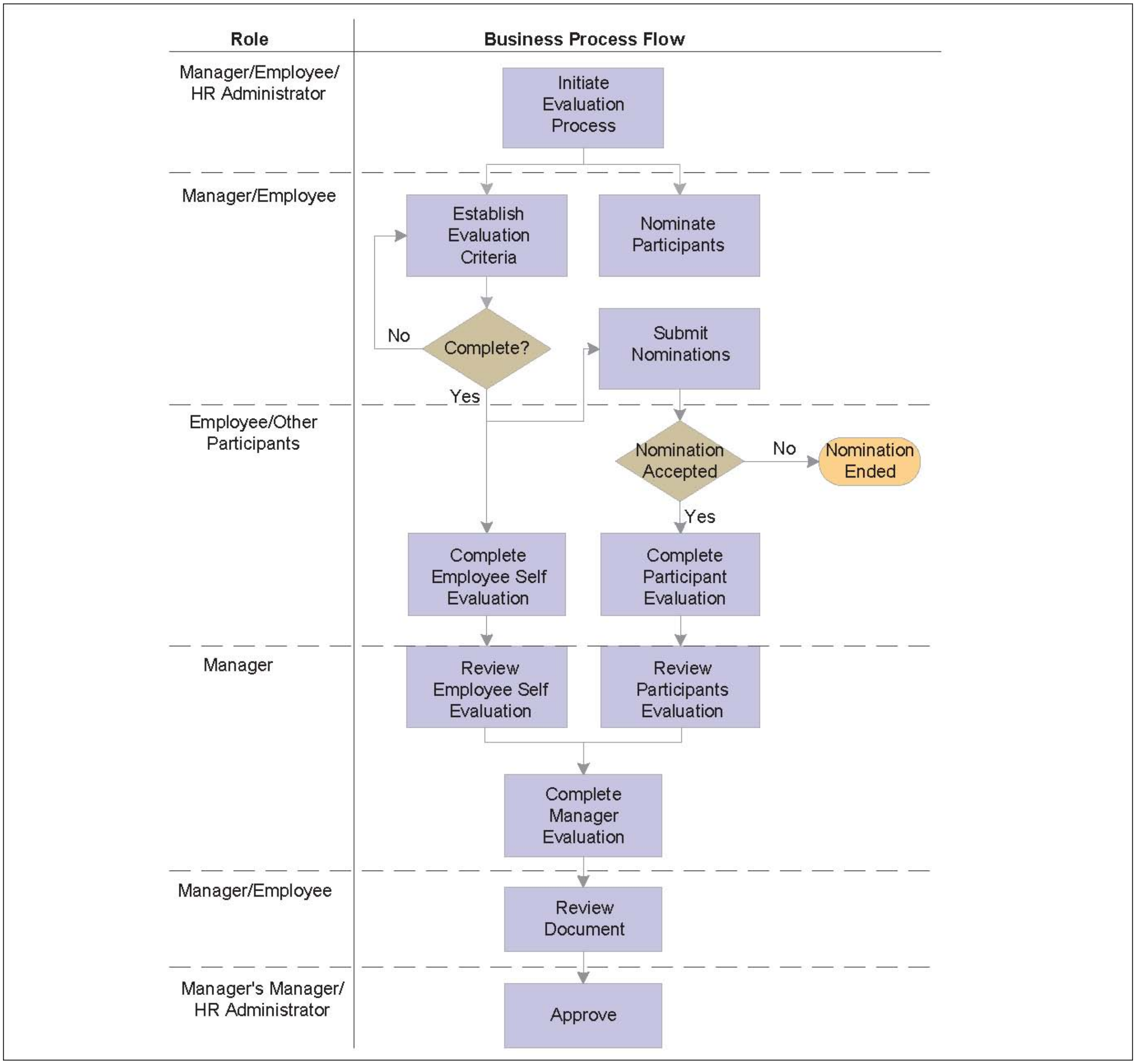

Role
Business Process Flow
Manager/Employee/ HR Administrator
Initiate Evaluation Process
Manager/Employee
Establish Evaluation Criteria
Nominate Participants
No
Complete?
Submit Nominations
Yes
Employee/Other Participants
Nomination Accepted
No
Nomination Ended
Yes
Complete Employee Self Evaluation
Complete Participant Evaluation
Manager
Review Employee Self Evaluation
Review Participants Evaluation
Complete Manager Evaluation
Manager/Employee
Review Document
Manager's Manager/ HR Administrator
Approve

Figure 1. ePerformance Business Process Flow

The ePerformance business process includes the following steps:

1. The manager, employee, or HR administrator initiates the process by creating documents.

   Employees can only create documents for themselves; managers can create documents for employees or groups that report to them; HR Administrators can create documents for groups of employees.

2. The employee or manager modifies the document's evaluation criteria and agree on the criteria that are established. This is an optional step.

   Criteria modifications include: adding free-form or predefined criteria, modifying the text of document criteria, or removing criteria. For more information, refer to the topics Add Your Own and Add Pre-Defined Item.

3. The employee or manager nominates participants to provide additional feedback. This is an optional step. For more information, refer to the topics To Complete Participant Section and To Complete Nominated Participants Section.

4. After nominations are complete, and the evaluation criteria are finalized, nominations are submitted to nominees by either the employee or manager. This step is optional.

   When a nominee accepts a nominations, a participant evaluation is created for them.

5. Employees, managers, and (optionally) other participants complete their respective evaluations.

   This step consists of rating evaluation items and entering documents.

When a Performance document is initially created, it is a Plan. After adding all the performance criteria, it becomes the Appraisal.

6. The manager views average ratings and consolidates feedback into their evaluation.

   During this step, the manager can optionally make use of several tools: notes that they entered pertaining to the evaluation; comments from other evaluators pertain to the evaluation; developments tips that are based upon competencies and sub-competencies; results writer statements that are based on competencies and sub-competencies; average consolidated ratings from other evaluators pertaining to the evaluation; and a language checker that checks language for objectionable terms.

   Note: Depending on the review and approval process that is defined in the document template, the final two steps might occur in reverse order.

This section contains the following topics:

Administrative Processes

Monitoring Evaluations

Administrative Processes

These administrative processes occur on an as-needed basis and are outside of the evaluation processes:

- Transfer evaluations. For more information refer to Transferring Documents.
- Change evaluation status. For more information refer to Resetting Document Status.
- Cancel evaluations. For more information refer to Cancelling Documents.
- Delete evaluations. For more information refer to Deleting Documents.
- Enter preliminary ratings. For more information refer to Preliminary Ratings.
- View evaluation contents. For more information refer to Viewing Documents.

Monitoring Evaluations

HR Administrators can monitor the status of evaluations and view a summary of the results with various tools, including the following:

- Missing Documents report. For more information refer to Missing Documents.
- Late Documents report. For more information refer to Late Documents.
- Performance Summary report. For more information refer to Performance Summary.
- Status Summary chart.
- Rating Distribution Summary chart.

For more information on viewing documents, refer to Inquiry.

Setting Up ePerformance

This section provides an overview of system settings in ePerformance and discusses how to define system settings.

System settings control certain processing options. These settings can be modified to meet the users needs:

- Whether users can generate documents in languages other than the base language.
- Debug settings.
- Starting number for document ID generation.
- Fields that appear on the page from which users select documents.
- The email notifications that the system generates.

This section contains the following topics:

Entering/Modifying System Settings
Working With Manager Profiles
Working With Approvals And Reviews
Modifying Self-Service Pages And Email Notifications

Entering/Modifying System Settings

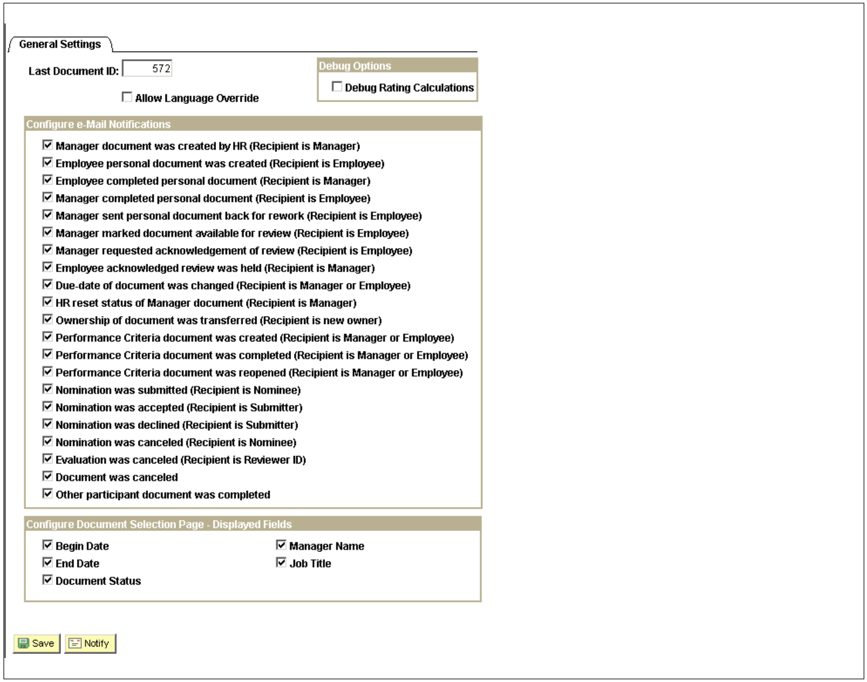
To enter/modify System Settings:

1. Select the ***Setup HRMS*** menu group.

2. Select the ***Install*** menu.

3. Select the ***Product And Country Specific*** menu item.

4. Select the ***ePerformance*** component. The General Settings tab page (**Figure 2**) is displayed.


General Settings
Debug Options
Configure e-Mail Notifications
Configure Document Selection Page - Displayed Fields
Save
Notify

Last Document ID: 572

☐ Allow Language Override

☐ Debug Rating Calculations

☑ Manager document was created by HR (Recipient is Manager)
☑ Employee personal document was created (Recipient is Employee)
☑ Employee completed personal document (Recipient is Manager)
☑ Manager completed personal document (Recipient is Employee)
☑ Manager sent personal document back for rework (Recipient is Employee)
☑ Manager marked document available for review (Recipient is Employee)
☑ Manager requested acknowledgement of review (Recipient is Employee)
☑ Employee acknowledged review was held (Recipient is Manager)
☑ Due-date of document was changed (Recipient is Manager or Employee)
☑ HR reset status of Manager document (Recipient is Manager)
☑ Ownership of document was transferred (Recipient is new owner)
☑ Performance Criteria document was created (Recipient is Manager or Employee)
☑ Performance Criteria document was completed (Recipient is Manager or Employee)
☑ Performance Criteria document was reopened (Recipient is Manager or Employee)
☑ Nomination was submitted (Recipient is Nominee)
☑ Nomination was accepted (Recipient is Submitter)
☑ Nomination was declined (Recipient is Submitter)
☑ Nomination was canceled (Recipient is Nominee)
☑ Evaluation was canceled (Recipient is Reviewer ID)
☑ Document was canceled
☑ Other participant document was completed

☑ Begin Date
☑ End Date
☑ Document Status
☑ Manager Name
☑ Job Title

Figure 2. General Settings tab page

5. Complete the fields as follows:

Last Document ID	Enter the number from which the system begins generating document IDs. The system automatically generates the document ID by adding 1 to the Last Document ID.
Allow Language Override	Select this box to enable document generation if it is a language other than the user's preferred language. If this check box is clear, the system generates all documents in the user's preferred language. The base language is defined by using the Manage Install Languages page in ***EmpowHR***.

Debug Rating Calculationsn	Select this box to have the system generate a debug/trace log every time it calculates the ratings in an evaluation. HR ePerformance administrators use the Debug/Trace Results page to review the results of each calculation performed for an evaluation. This helps track down any unexpected results when templates are built and test configuration. **Note:** Producing the debug/trace log can have a significant impact on system performance. Select this option only if testing is necessary for the ePerformance configuration or debugging a suspect calculation problem.
Configure e-Mail Notifications	Select the check box next to each event type for the system to automatically generate and send notices.
Configure Document Selection Page - Display Fields/ Begin Date	This field, when checked, appears in the document list when creating documents. For more information, refer to Create/Edit Performance Documents.
Configure Document Selection Page - Display Fields/Manger Name	This field, when checked appears, in the document list when creating documents. For more information, refer to Create/Edit Performance Documents.
Configure Document Selection Page - Display Fields/ End Date	This field, when checked, appears in the document list when creating documents. For more information, refer to Create/Edit Performance Documents.
Configure Document Selection Page - Display Fields/Job Title	This field, when checked, appears in the document list when creating documents. For more information, refer to Create/Edit Performance Documents.
Configure Document Selection Page - Display Fields/Document Status	This field, when checked, appears in the document list when creating documents. For more information, refer to Create/Edit Performance Documents.

Working With Manage Profiles

This section provides overviews on the following topics:

Using Rating Models

Using The Content Catalog

Using Profile Types

Using Rating Models

ePerformance uses rating models to rate an employee’s performance or level of proficiency. Rating models define the qualitive values, such as A, B, and C, or 1, 2, and 3, that the system uses to rate or score an employee’s performance.

Rating models are assigned to the sections that make up performance or development documents. Managers, employees, and peers can then select an appropriate rating that best reflects the employee's performance in that area.

Ratings can have expanded descriptions that can be used to further describe the behavior one exhibits when performing at a specific proficiency level. These expanded descriptions display on the performance or development document.

Using The Content Catalog

ePerformance uses content types and content items defined in the content catalog to identify the items by which employees are measured. Content types are used as categories for grouping similar content items. Content items are the specific things to be measured.

Content types are associated with the sections that form the structure of a document template and performance or development document. ePerformance uses content types to define the category of content items that can be added to document templates and performance documents. The following are some of the content types and typically used by ePerformance:

- Requirements
- Major Duties
- Expectations
- Rating Model

Once content types are defined, they can begin to link content items to content types. The following table is an example of how content types and items in the Content Catalog for ePerformance might be set up:

Content Type	Content Items
Major Area Of Responsibility (MAR)	Provides Employee Relations Advisory Service (MAR4)
Performance Requirements	How the employee provides Employee Relations Advisory Service.
Expectation	Advises supervisors and managers at all levels on procedures relative to adverse actions, separations, and disqualifications.

Using Profile Types

A profile type is a collection of content items that describe the qualitive attributes of a person. If a profile type is used to describe a person, it is called a person profile.

ePerformance can use profiles in three ways:

1. To download content items from a non-person profile into a document template.
2. To download content items from a nonperson profile into a performance or development document.
3. To update or create an employee's person profile.

Working With Approvals And Reviews

ePerformance uses the Approval (PTAF_TXN) component to define its approval processes. There are five approvals process, three of which use the new approval framework. The three are as follows:

Approval Process	**Definition**
ManagerOnly	This is a one-step approval process that route the transaction to an approval manager.
ManagerToAdmin	This is a two-step approval process that routes the transaction to an approving manager and ten to the ePerformance human resources administrator.
AdminOnly	This is a one-step approval process that routes the transaction to the ePerformance human resources administrator. The approval process definition is linked to a document type using the Document type page. In addition to assigning the approval process definition to a document type, also define when the employee review is to occur within the performance process. The choices are as follows: ▪ Approval. Before EE (Employee Evaluation) Review Held - The system follows one of the approval processes and the document is approved before the manager discusses with the employee. ▪ Approval. After EE Review Held - The system follows one of the approval processes and the document is approved after the manager discusses it with the employee. ▪ Approval. No EE Review Held - The system follows one of the approval processes, but the manager does not review the document with the employee. ▪ No Approval. EE Review Held - The system does not follow an approval process, but the manager must review the document with the employee. ▪ No Approval. No EE Review Held - The system does not follow an approval process and the manager does not review the document with the employee.

Modifying Self-Service Pages And Email Notifications

ePerformance provides standard text that appears on the self-service pages and automatically generates email notifications. The text catalog stores these text entries. The text catalog entries can be modified as needed or create new ones to meet business needs.

To ensure email and workflow notifications are working properly complete the following steps:

1. Activate email using the Worklist System Defaults page.
2. Define the method used to notify the originator using the System Workflow Rules page.
3. Define user notification preferences.
4. Define user’s email addresses on the Email Address page.
5. Select email user as a routing preference on the User Profile - Workflow page.

This section discusses the following topics:

- **ePerformance Text Catalog Settings**
- **Notifications**

ePerformance Text Catalog Settings

ePerformance makes use of the text catalog for storing text that appears on self-service pages, including field labels, button names, links, page instructions, warnings as well as the text subject lines of automated email notifications. Modify the text that appears on a page or in an email message by editing text in the Text Catalog feature.

The text catalog is partitioned by the applications that uses it, and each partition can store and access its data differently. To access the text catalog items that belong to ePerformance, enter HEP as the object owner identifier on the Maintain Text Catalog search page.

These are the unique settings that apply to ePerformance:

- **Sub ID**
- **Text Catalog Keys**
- **Text Substitution**

Sub ID

ePerformance partitions its text catalog entries by performance and development. To retrieve text catalog entries for development documents, complete the following steps:

1. Enter `D` in the Sub ID Field. To retrieve text catalog entries for performance documents, leave the field blank.
2. Leave the Sub ID field blank.

Text Catalog Keys

ePerformance designates these four keys for storing and retrieving entries:

Key	Description
Section Type	Select the section type to which the text pertains, from the list of section types that are defined on the Section Definition page.
Author Type	Select the evaluator role of the evaluation on which the text appears, from the list of role types that were defined on the Roles Types page.
User Role	Select the system role to which the text pertains, from the list of predefined system roles. This key is used to select text depending on the user’s system privileges; for example, update or approve.
Document Status	Select the status to which the text pertains: **`Acknowledged`**, **`Available For Review`**, **`Cancelled`**, **`Completed`**, **`In Progress`**, **`Not Started`**, or **`Review Held`**.

When the system retrieves text from the catalog, the section type key takes precedence over author type, author type takes precedence over user role, and user role takes precedence over document status.

Note: An empty key functions as a wildcard. Entries with wildcard keys pertain to all possible values for the key.

Text Substitution

Supply the text values for the `tokens` in an ***EmpowHR*** function call at runtime. The values are replaced by parameters in the People Code when the text is rendered on evaluations.

To use this feature, the user must know People Code. If the user wants to update the delivered text IDs such that the substitution tokens take on a different meaning or are re−sequenced. Make corresponding changes to the ***EmpowHR*** code that calls the Text Catalog feature retrieval functions, since this copies supplier values to use in place of the tokens.

These are the tokens and the substitution text for each token that are delivered by ePerformance. Insert up to five substitution tokens from the following list:

Token	Substitute Text
%1	The document type from the Document Type table (EP_REVW_TYP_TABL).
%2	The employee named formatted as first name, last name.
%3	The employee ID.
%4	The period begin date for the performance period.
%5	The period end date for the performance period
%6	The due date of the evaluation.
%7	The component link that transfers the user directly into the applicable evaluation.
%8	The list of employee for whom an evaluation was successfully created during the background run.
%9	The list of employees for whom evaluations were not created.
%10	The Form-Create-Msg, which is one of two alternate messages that appear depending on the type of process that is run.

Notifications

The table below lists the delivered text entries that ePerformance includes in the system-generated email notifications and specifies them and to whom notices are sent. Most text entries have two versions, one with the suffix _SBJ for use in email subject lines and a corresponding entry with the suffix _BDY for use in the body of email messages. When a notification is triggered by a status change, or an action request on an evaluation, the body text that is generated contains a link to the evaluation(s). This section is configurable to fit the business needs of the user.

Text Catalog	Recipient	Condition For Creating
ADHOC_BASE_SBJ ADHOC_BASE_BDY	Manager or Employee	An adhoc message is sent from the criteria document.
ADHOC_MAIN_SBJ ADHOC_MAIN_BDY	Manager or Employee	An adhoc message is sent from an evaluation.

Text Catalog	Recipient	Condition For Creating
ADHOC_NOM_SBJ ADHOC_NOM_BDY	Multi-participant Evaluation Candidate	An adhoc message is sent from the Nominate Participants page for an evaluation.
BASE-COMPLETE_SBJ BASE-COMPLETE_BDY	Manager or Employee	An establish criteria document is marked as completed.
BASE-CREATE_SBJ BASE-CREATE_BDY	Manager or Employee	An establish criteria document is created by either the manager, employee or ePerformance HR Administrator.
BAS-REOPEN_SBJ BASE-REOPEN_BDY	Manager or Employee	An establish criteria document is reopened by either the manager or employee.
CHG-DUEDATE_SBJ CHG-DUEDATE_BDY	Manager, Employee or Multi-Participant Reviewer	A manager or ePerformance HR administrator changes the due date of an evaluation.
CHG-STATUS_SBJ CHG-STATUS_BDY	Manager, Employee or Multi-Participant Reviewer	An ePerformance HR administrator or manager resets the status of the evaluation to In Progress. This can happen if an evaluation is prematurely advances to the next stage of the process.
CREATE-MGRDOC-SBJ CREATE-MGRDOC-BDY	Manager	An ePerformance HR administrator has generated documents using the batch process.
CREATE-ROLEDOC-SBJ CREATE-ROLEDOC-BDY	Employee	An ePerformance HR administrator has generated documents using the batch process.
DOC-CANCEL_SBJ DOC-CANCEL_BDY	Manager and Employee	An ePerformance HR administrator or manager cancels the evaluation.
EE-ACKNOWLEDGE_SBJ EE-ACKNOWLEDGE_BDY	Manager	An employee acknowledges that they have reviewed the manager evaluation.
EMPDOC_COMPLT_SBJ EMPDOC_COMPLT_BDY	Manager	An employee marks the employee evaluation as completed.
EVAL_CANCEL_SBJ EVAL_CANCEL_BDY	Manager, Employee or Multi-Participant Reviewer	An ePerformance HR administrator, manager or employee cancels an evaluation.
MGRDOC-COMPLT_SBJ MGRDOC-COMPLT_BDY	Employee	A manager marks the manager evaluation as completed.

Text Catalog	Recipient	Condition For Creating
NOM-ACCEPT_SBJ NOM-ACCEPT_BDY	Manager or Employee	A nominated employee accepts a nomination for a multi-participant evaluation.
NOM-CANCEL_SBJ NOM-CANCEL_BDY	Nominee	A nomination for a multi-participant evaluation is cancelled.
NOM-DECLINE_SBJ NOM-DECLINE_BDY	Manager or Employee	A nominated employee declines a nomination for a multi-participant evaluation.
NOM-SUBMIT_SBJ NOM-SUBMIT_BDY	Participants	Nominations to participate in multi-participant evaluations are sent to nominees.
OTHDOC-COMPLT_SBJ OTHDOC-COMPLT_BDY	Manager and/or Employee	A participant in a multi-participant evaluation completes their evaluation.
RQST-ACK_SBJ RQST-ACK_BDY	Employee	A manager marks an evaluation as **`Review Held`**. This message is sent to the employee requesting they formally acknowledge the evaluation.
RQST-REVIEW_SBJ RQST--REVIEW_BDY	Employee	A manager changes the status of a manager evaluation to **`Available For Review`**.
TRANSFER-MGR_SBJ TRANSFER-MGR_BDY	New Manager	A manager or ePerformance HR transfers an evaluation to a new manager.

These notification messages are used in email body text only.

Text Catalog	Recipient	Condition For Creating
MGR-FAIL-LIST_BDY	Manager	An HR administrator creates manager and employee document, but some employee documents are not created. This message lists the employees for whom document were not created.
DO-NOT-RESPOND_BDY	Manager and Employee	This is used in all notices.

Setting Up Document Templates

Document templates store information that is used to generate specific document instances for use by participants in the evaluation process. Options on the document template define the roles that participate in the review process and the abilities of each role, the steps in the review process, and the items that are evaluated.

The following diagram (**Figure 3**) shows the relationship between the core ePerformance tables, document templates, and generated performance documents.

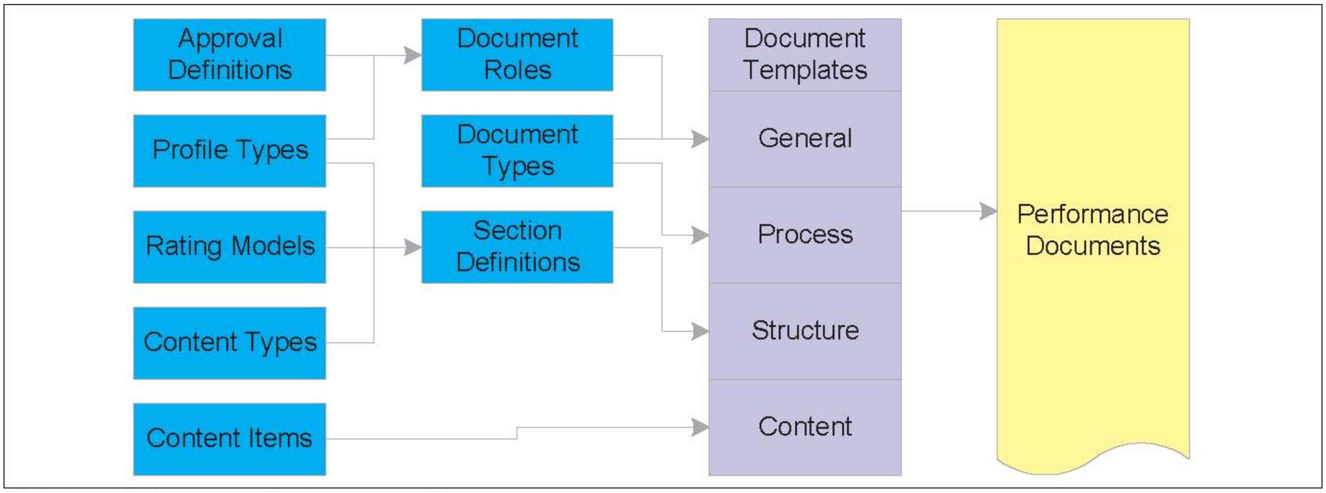


Figure 3. Relationship Between ePeformance Tables

The decisions that are made and the options selected when the templates are defined influence how the evaluation process is conducted in an organization. Organizations often define a high-level template and then successfully clone and modify this template for the appropriate level of the organization. For example, an organization might want a set of expectations and requirements for all employees. Each business unit clones this template with the common expectations and requirement and modifies it to add expectations and requirements that apply only to the business unit.

Before defining templates, consider the following:

- Which features are appropriate for the types of documents that are used in the organization. For example, some organizations use documents to enhance communication between managers and employees, and do not assign ratings; others assign and sign overall rating; and still others rate each individual items (such as major responsibilities, requirements, or expectations) that is contained in the document.
- Ease of use and reuse when the document templates are designed. Limiting the number of templates that are created for each document type makes it easier to select the correct template when performance documents are generated and simplifies template maintenance.
- Making the basic content in a template as generic as possible so that templates are flexible enough to meet the needs of large groups of employees. Job Profiles can be used to include job-specific competencies and responsibilities for all employees in a particular job, job family, position, or salary grade. By doing so, each employee’s annual performance document has the same general appearance and instructions, but includes the competencies and responsibilities that are relevant to the particular job.

This section provides an overview of document templates and contains the following topics:

Defining/Understanding Document Types

Defining Roles

Defining Sections

Creating Document Templates

Defining Document Types

To define document types, use the Document Type (EP_REVIEW_TYPE_TBL) component.

Before document types are created and are planing to use profile types as the content source of performance and development documents, define profiles in the Manage Profile business process.

This section provides an overview of document types and discusses how to set up document types.

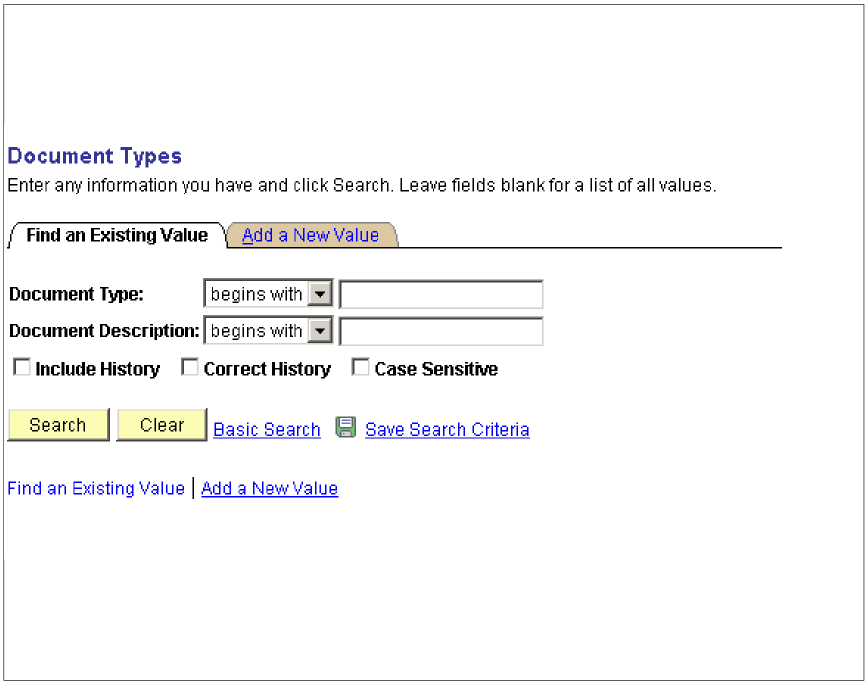
Document types identify the types of documents that are valid for an organization, such as Annual, Semi-Annual, Quarterly, Project, and Performance Improvement Plan. They are used to create document templates and provide default values for many fields on the template.

Document types also define whether:

- The document is to be used as the official review for integration with Salary Planning.
- Employee, manager, or both can generate documents.
- The document can be cloned.
- The user or the profile type identifies the document template.
- An approval process is used during the review process.

To access the Document Types page:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Document Structure*** menu item.
5. Select the ***Document Type*** component. The Find An Existing Value tab - Document Types page (**Figure 4**) is displayed.


Document Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Document Type: begins with

Document Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 4. Find An Existing Value tab - Document Types page

6. Complete the fields as follow:

Document Type	Enter the document type.
Document Description	Enter the document description.

Note: Both fields may be entered to narrow the search.

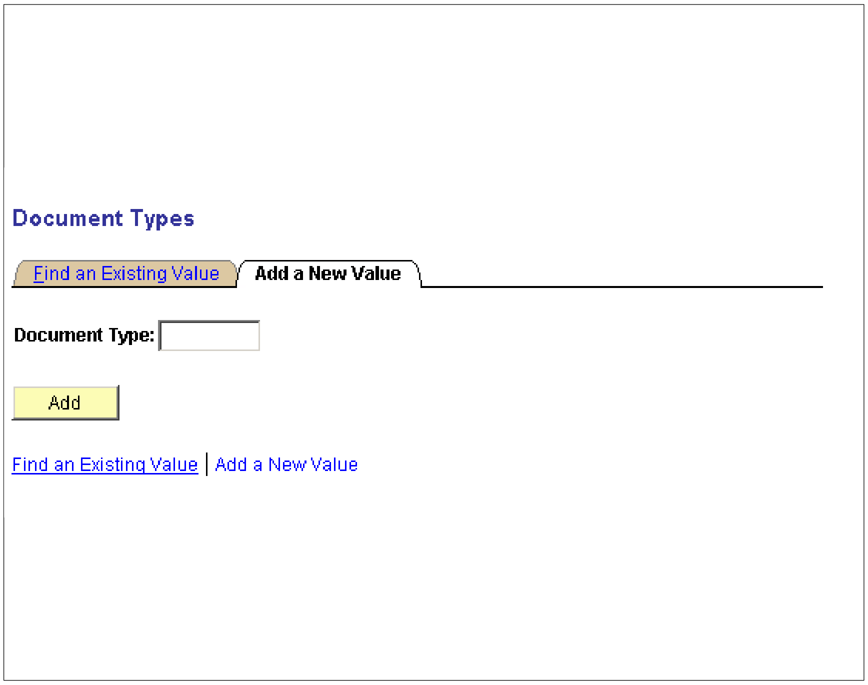
7. Click **Search**. The Document Types page (**Figure 6**) is displayed.

   OR

   Click **Cancel** to clear the information enter on the page.

   OR

   Select ***Add A New Value*** tab. The Add A New Value - Document Types page(**Figure 5**) is displayed.



Document Types

Document Type:

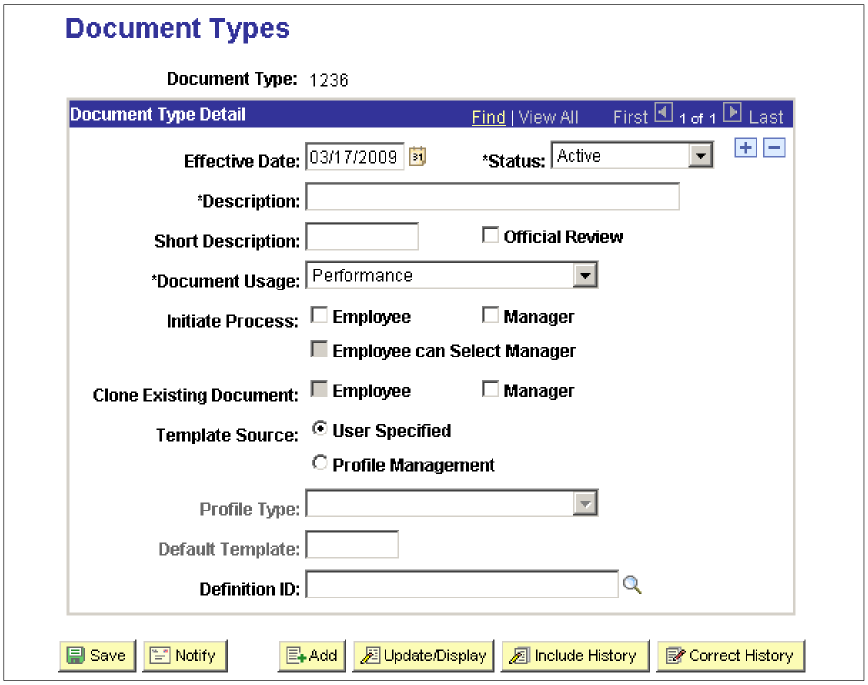
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Figure 5. Add A New Value - Document Types page

8. Complete the field as follows:

Document Type	Enter a new document type.

9. Click **Add**. The Document Types page (**Figure 6**) is displayed.



Document Types

Document Type: 1236

Document Type Detail

Effective Date: 03/17/2009
*Status: Active
*Description:
Short Description:
☐ Official Review
*Document Usage: Performance
Initiate Process: ☐ Employee ☐ Manager
☐ Employee can Select Manager
Clone Existing Document: ☐ Employee ☐ Manager
Template Source: ● User Specified
○ Profile Management
Profile Type:
Default Template:
Definition ID:

Find | View All
First 1 of 1 Last
Save
Notify
Add
Update/Display
Include History
Correct History

Figure 6. Document Types page

10. Complete the fields as follows:

Effective Date	This field is the date the document type detail is effective. Enter/modify the effective date if applicable or select a date from the calendar icon
***Status**	This field is the status of the document detail. Select the status from the drop-down list. The valid values are `Active` and `Inactive`.
***Description**	This field is the description of the document type detail. Enter the document type detail description.
Short Description	Enter the short description for the description of the document type detail.
Official Review	Select this box to designate that documents generated for this document type are used by the Salary Planning by Group process to retrieve rating and review points and, by the Salary Increase Matrix page to retrieve ratings.
***Document Usage**	This field describes the type of document usage. The valid values are as follows:

Document Usage Valid Value	Definition
Performance	Indicates the system uses this document type for performance planning or evaluation. Performance documents appear on the manager or employee self-service pages under the My Performance Documents menu or on the Administrator pages under Workforce Development>Performance Management>Performance Documents.
Development	Indicates the system uses this document type for employee development (Individual Development Plan, IDP). Development documents appear in the the My Development Document menu on the self-service pages or under the Development Documents menu on the Administrator pages.

Initiate Process/Employee	Select this box to indicate if the role or roles can initiate the evaluation process. More than one box may be selected. The value is in this field, determines if the employee can select the document type when initiating the evaluation process.

Initiate Process/Manager	Select this box to indicate if the role or roles can initiate the evaluation process. More than one box may be selected. The value that is in this field determines if the manager can select the document type when initiating the evaluation process.
Initiate Process/Employee Can Select Manager	This check box appears only if the Employee check box is selected for the Initiate Process field. Select this check box to enable an employee to select the person who acts in the manager role during the evaluation process.
Clone Existing Document/Employee	Select employee check box to indicate which role or roles can clone an existing comment to create a new document. More than one box may be selected. The employee check box is only available if the corresponding check box is selected in the Initiate Process field.
Clone Existing Document/Manager	Select manager check box to indicate which role or roles can clone an existing comment to create a new document. More than one box may be selected. The manger check box is only available if the corresponding check box is selected in the Initiate Process field.
Template Source/User Specified	Select this option to identify where the system obtains the document template to be used to generate documents. This field indicates that the user initiating the document creation process must identify the template.
Template Source/Profile Management	Select this option to identify where the system obtains the document template that is to be used to generate documents. This field indicates that the template comes from the Manage Profile business process. The system identifies the template by using the information entered in the Profile Type and the employee’s job information.
Profile Type	This field is available if the Profile Manager option in the Template Source field is selected. Select the profile type used by the Create Documents process to identify the document template. The list contains only nonperson profile types that have an ePerformance template included as a related object in the Profile Association Options group box on the Profile Types Associations page. The valid values are based on the default templates created.

Default Template	This field is available if the Profile Management option in the Template Source field is selected. Select the template used to generate the documents for this document type when the system cannot identify a template for the give profile type. **Note:** Because document types are defined before templates, return to the Document type page after the default template is defined and enter the value for this field.
Definition ID	Select the approval definition for documents of this type. The definition ID determines the chain of approvals a document must go through, if any, when a manager clicks the Submit button on a document. The value that is selected here becomes the default value for the Definition ID field on the Document Types page (**Figure 6**) for templates of the document type. To enter/change select data by clicking the search icon.

Definition ID Values	Definition
ManagerOnly	This is a one-step approval process that routes the transaction to an approving manager.
ManagerToAdmin	This is a two-step approval process that routes the transaction to an approving manager and then to the ePerformance HR Administrator.
AdminOnly	This is a one-step approval process that routes the transaction to the ePerformance HR Administrator.

11. Click **Save**. At this point, the following options are available:

Step	Description
Click **Notify**	To send an email to a person in the workflow.
Click **Add**	To add another document type.
Click **Update/Display**	To update the entry.
Click **Include History**	To include the information in history.
Click **Correct History**	To correct history.

Defining Roles

To define roles, use the Document Roles (EP_ROLE_TBL) component.

This section provides an overview and discusses how to set up roles that provides for multi-participant feedback.

ePerformance enables the user to include feedback from participants other than the employee and employee’s manager, for example, peers or customers. To implement multi-participant feedback processes, first define the roles that can participate in the process. After the roles are defined, add them to a document template definition that is used in the multi-participant process.

Setting Up Roles

Setting Up Roles

ePerformance delivers the Manager and Employee roles as system data. Other roles are available and can be configured.

Manager or Employee roles cannot be modified, inactivated, or deleted. They are required.

To access the Document Role page:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Document Structure*** menu item.
5. Select the ***Document Roles*** component. The Find An Existing Value tab - Roles page(**Figure 7**) is displayed.

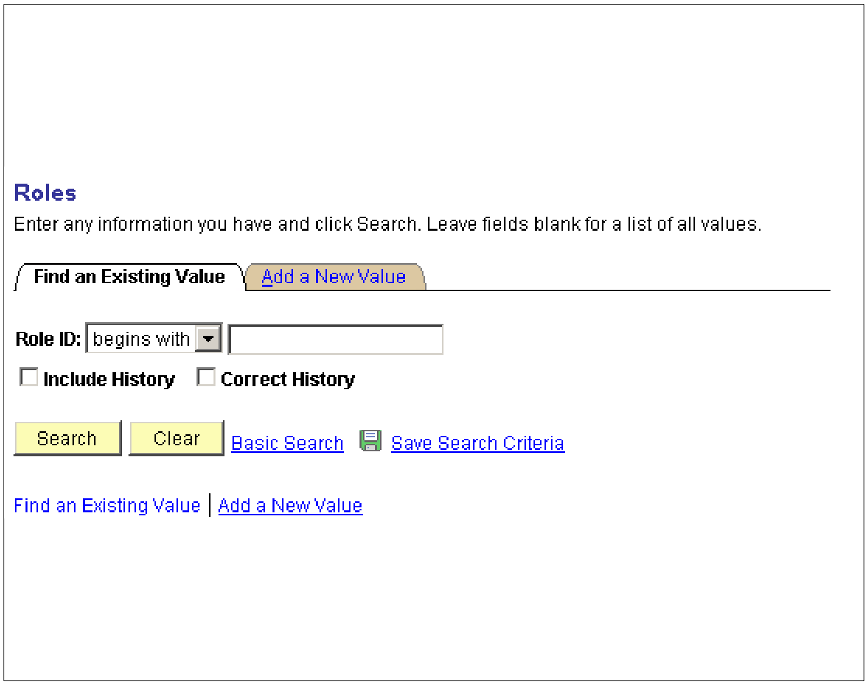

Roles
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Add a New Value
Role ID: begins with
☐ Include History
☐ Correct History
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 7. Find An Existing Value tab - Roles page

6. Complete the fields as follow:

Role ID	Enter the role ID (name)

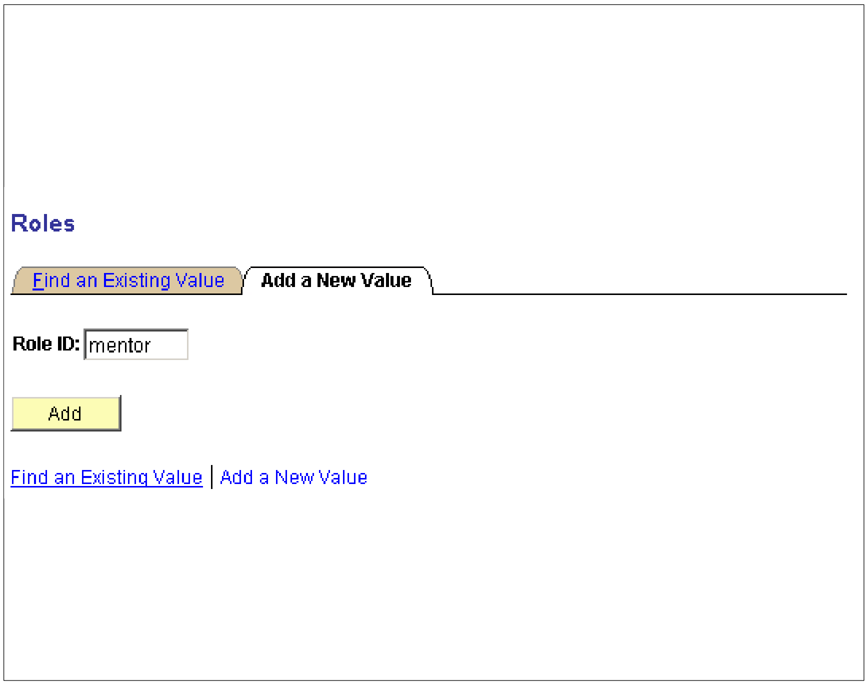
7. Click **Search**. The Role page (**Figure 9**) is displayed.

   OR

   Click **Cancel** to clear the information enter on the page.

   OR

Select ***Add A New Value*** tab. The Add A New Value - Roles page (**Figure 8**) is displayed.



Roles

Find an Existing Value
Add a New Value

Role ID: mentor

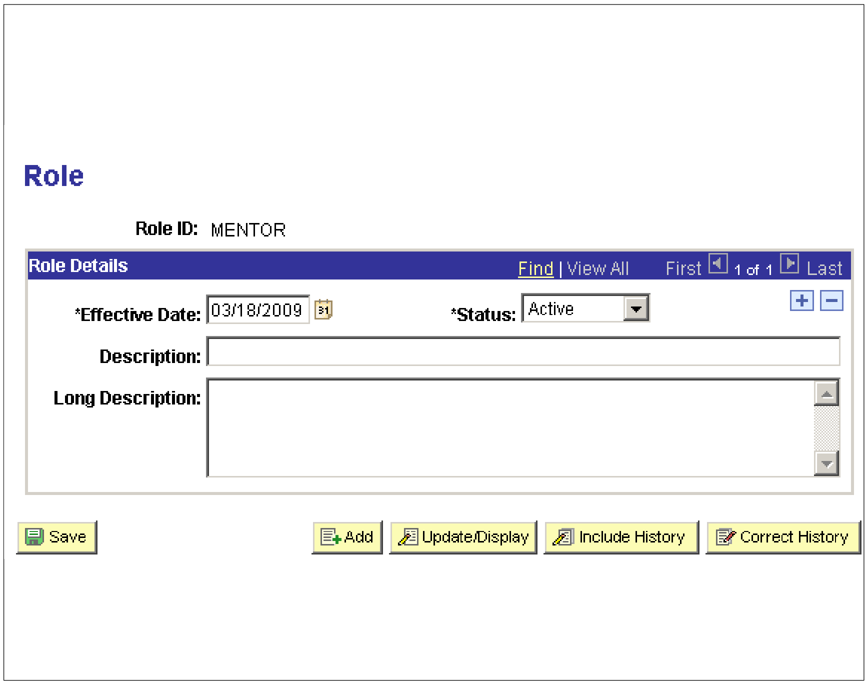
Add
Find an Existing Value | Add a New Value

Figure 8. Add A New Value - Roles page

8. Complete the field as follows:

Role ID	Enter a new role ID (name).

9. Click **Add**. The Role page (**Figure 9**) is displayed.


Role Details
Find | View All
First 1 of 1 Last
Save
Add
Update/Display
Include History
Correct History

Role

Role ID: MENTOR

*Effective Date: 03/18/2009

*Status: Active

Description:

Long Description:

Figure 9. Role page

10. Complete the fields as follows:

Role ID	This field is populated with the role name found/entered on the search/add criteria page.
***Effective Date**	Enter the effective date of the role or select a date from the calendar icon.
***Status**	This field defaults to `Active`. To change, select data from the drop-down list. The valid values are `Active` and `Inactive`.
Description	Enter the description of the role.
Long Description	Enter the long description of the role (what the role consist of).

11. Click **Save**.

At this point, the following options are available:

Step	Description
Click **Add**	To add another role.
Click **Update/Display**	To update the entry.

Step	Description
Click **Include History**	To include the information in history.
Click **Correct History**	To correct history.

Defining Sections

To create document sections, use the Section Definition (EP_SECTION_DEFN) component.

Sections are another building block for document templates. They form the structure of a performance or development document. For example, the organization may want its performance evaluations to include:

- Major Duties.
- Performance Requirements.
- Expectations.
- The organization's mission statement.
- The department's initiative for meeting the mission statement.
- The employee's goals.
- The employee's competencies, responsibilities, or learning.
- A section for employee's to add comments.
- A section for manager's and/or reviewer's comments.
- A section for signatures.

Each of these are separate section definitions that can be added to the document template. The following (**Figure 10**) illustrates an example of the relationship between sections, templates, and generated documents.

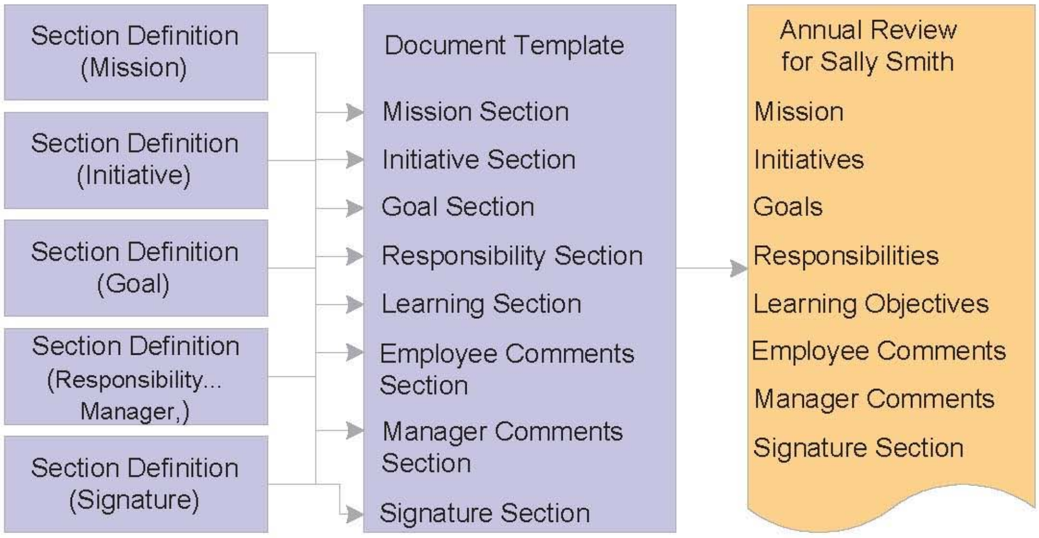

Section Definition (Mission)
Section Definition (Initiative)
Section Definition (Goal)
Section Definition (Responsibility... Manager,)
Section Definition (Signature)
Document Template
Mission Section
Initiative Section
Goal Section
Responsibility Section
Learning Section
Employee Comments Section
Manager Comments Section
Signature Section
Annual Review for Sally Smith
Mission
Initiatives
Goals
Responsibilities
Learning Objectives
Employee Comments
Manager Comments
Signature Section

Figure 10. Relationship Between Section, Templates, And Generated Documents

When defining sections, specify the following:

- Whether the section is rated or weighted.
- Which calculation method is used to determine employee ratings.
- Which rating modes are used to rate employees.
- Any special processing for that section.
- What category of content types are associated with the section.
- What information to include in the document.

ePerformance delivers a wide range of section definitions and can be configured to meet business needs. The following are the delivered and configured section definitions:

- Performance Requirements
- Major Duties
- Expectations
- Competency
- Employee (employee comments)
- Goals
- Ini (initiatives)
- Learning
- Manager (manager comments)
- Reviewer (reviewer comments)
- Mission
- Resp (responsibility)
- Sign (signature)
- Summary (overall summary)

Before creating section definitions, complete the following:

- Define rating models.
- Define content types.
- (Optional) Define profile types.

The detailed information is used later to populate the fields on the Template Definition - Structure page (**Figure 18**) for the specified section. The description entered here is used to identify the section the user wants to add on the Template Definition page.

To access the Section Definition page:

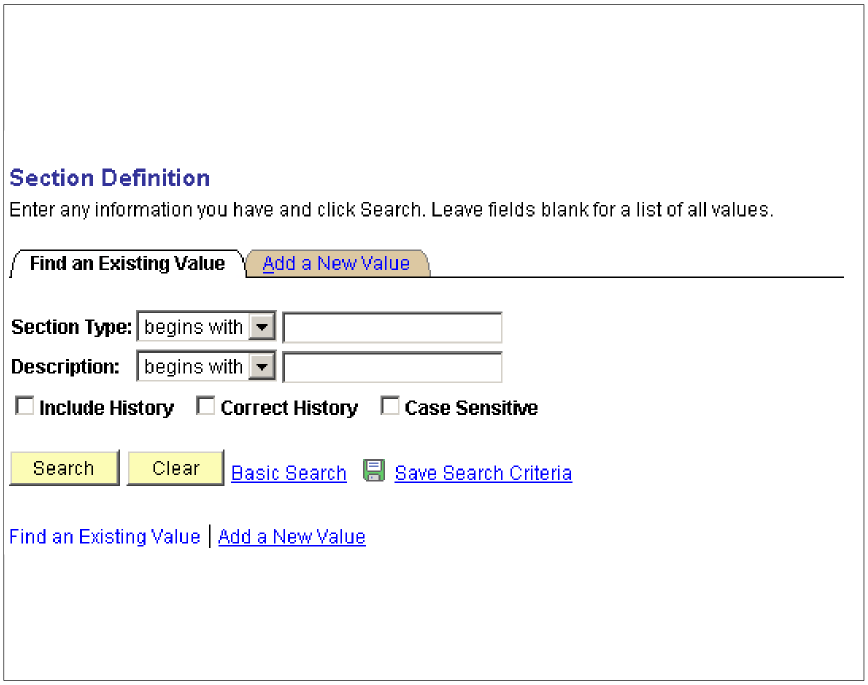
1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.

3. Select the ***ePerformance*** menu item.

4. Select the ***Section Definition*** menu item.

5. Select the ***Document Structure*** menu item.

6. Select the ***Section Definition*** component. The Find An Existing Value tab - Section Definition page (**Figure 11**) is displayed.



Section Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Section Type: begins with
Description: begins with
☐ Include History
☐ Correct History
☐ Case Sensitive
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 11. Find An Existing Value tab - Section Definition page

7. Complete the fields as follow:

Section Type	Enter the section type.
OR	
Description	Enter the description of the section definition.

Note: Both fields may be entered to narrow the search.

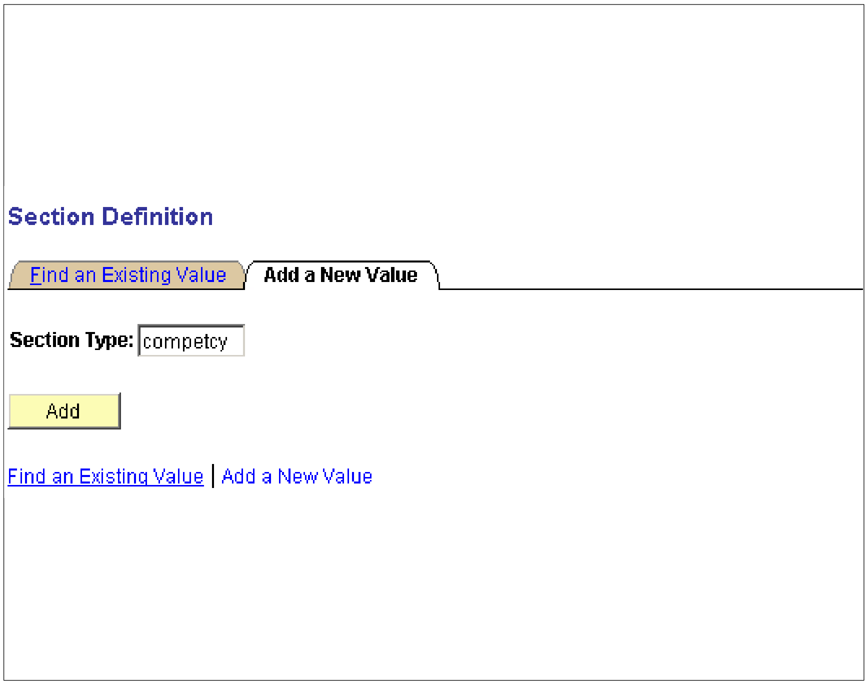
8. Click **Search**. The Section Definition page (**Figure 13**) is displayed.

OR

Click **Cancel** to clear the information enter on the page.

OR

Select ***Add A New Value*** tab. The Add A New Value - Section Definition page(**Figure 12**) is displayed.


Section Definition
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

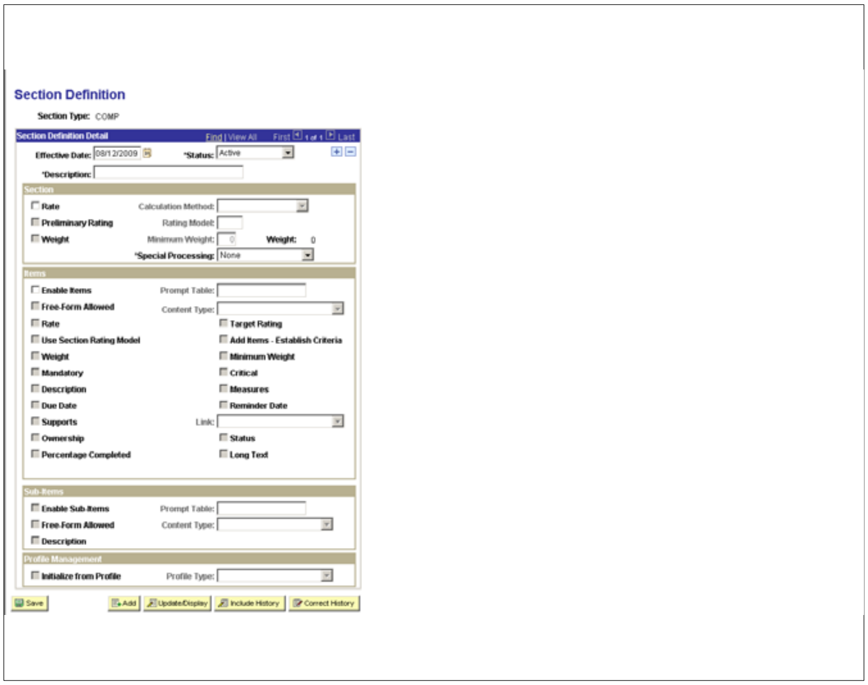
Section Type: competcy

Figure 12. Add A New Value - Section Definition page

9. Complete the field as follows:

Section Type	Enter the name for the section.

10. Click **Add**. The Section Definition page (**Figure 13**) is displayed.


Section Definition
Section Definition Detail
Find | View All
First 1 of 1 Last
Section
☐ Rate
Calculation Method:
☐ Preliminary Rating
Rating Model:
☐ Weight
Items
☐ Enable Items
Prompt Table:
☐ Free-Form Allowed
Content Type:
☐ Rate
☐ Target Rating
☐ Use Section Rating Model
☐ Add Items - Establish Criteria
☐ Weight
☐ Minimum Weight
☐ Mandatory
☐ Critical
☐ Description
☐ Measures
☐ Due Date
☐ Reminder Date
☐ Supports
Link:
☐ Ownership
☐ Status
☐ Percentage Completed
☐ Long Text
Sub-Items
☐ Enable Sub-Items
Prompt Table:
☐ Free-Form Allowed
Content Type:
☐ Description
Profile Management
☐ Initialize from Profile
Profile Type:
Save
Add
Update/Display
Include History
Correct History

Section Type: COMP

Effective Date: 08/12/2009 *Status: Active

*Description:

Minimum Weight: 0 Weight: 0

*Special Processing: None

Figure 13. Section Definition page

11. Complete the fields as follows:

Section Type	This field is populated with the section type found/entered on the search/add criteria page.

To complete the Section Definition Detail region of the Section Definition page:

***Effective Date**	Enter the effective date of the role or select a date from the calendar icon.
***Status**	This field defaults to `Active`. To change, select data from the drop-down list. The valid values are `Active` and `Inactive`.
***Description**	Enter the description of the section.

To complete the Section region of the Section Definition page:

Rate	This check box is available if Learning, None, or Overall Summary is selected in the Special Processing field. Select this check box to enable a rating assignment for the section, either by a system calculation or manually. A Rating field appears in the section summary of a document.
Calculation Method	This field is available if the Rate check box is selected and the Special Processing field is set to Learning, None, or Overall Section. Select the calculation method used for the section. The valid values are `Average`, `Summation`, and `Review Band`.
Preliminary Rating	This check box is available if the Rate check box is selected and the Special Processing field is set to Overall Section. Select this check box to enable a manager to enter a preliminary rating for the performance document.
Rating Model	This field is available if the Rate check box is selected and the Special Processing field is set to Learning, Non, or Overall Section. Enter the rating model or select data by clicking the search icon.

Weight	This check box is available if the Rate check box is selected and the Special Processing field is set to learning or None. Select this check box to enable the section to have a weighting relative to the other sections in the document. A weight Section field appears in the section summary. The user cannot weight sections of performance document when a calculation method of Summation or Review for the Overall Summary section is selected and elect to have the system calculate performance ratings. (Enters calculation instructions through the Template Definition component.)
Minimum Weight	This check box is available if the Weight check box is selected. Enter the minimum weight for the section. This field is used when ratings are calculated to ensure that the section weight cannot fall below a minimum value.
Weight	This check box is available if the Weight check box is selected. Enter the default weight for a section.
Special Processing	This field determines the type of information that is entered in this section and how the system processes the information. Select data from the drop-down list. The valid values are as follows:

Special Processing Valid Values	Definition
Employee Comments	This section is used by employees to enter and edit comments on the manager's performance evaluation when the evaluation status is `Available For Review`, `Review Held`, or `Acknowledged`. This type of special processing allows the employee to enter their comments regarding the manager's accessment of the employee's performance on the Manager Evaluation. When selected, all fields on this page become unavailable.
Learning	This section is used by employee and managers to add or view learning information from Learning Management. Only the Rate and Weight check boxes are available.
Manager Comments	This section is used by managers to enter comments, in response to the employee's comments, on the performance evaluation when the evaluation status is `In Progress`, `Available For Review`, `Review Held`, or `Acknowledged`. When selected, all fields on this page become unavailable.
None	No special processing options apply, select `None`. Most likely, the user selects this option when creating a section for a mission statement, initiatives, goals and objectives, competencies, or responsibilities.

Special Processing Valid Values	Definition
Overall Summary	This section contains the overall rating for the document. A document template can include only one section that is set to `Overall Summary`. When selected, all fields on this page except the Rate Section and Summary fields become unavailable.
Signatures	A predefined signature section appears on the printed version of the evaluation. This section consists of two signature rows: the first for the employee, the second for the manager. Each row includes a signature line and a date. To change the format of the signature lines in this section, modify the Text Catalog feature. When selected, all fields on the page except the Summary field become unavailable. **Note:** The Text Catalog entry for defining the signature format is APPR_MAINI_INST2 for evaluations and APPR_BASE_SEC_DESC for Established Criteria document. The section type context key for both equals SIGN

To complete Items region on the Section Definition page:

The fields in this group box are available if the Special Processing field is set to `None`. The fields in this page region determine if the section on the document can contain content items such as mission statements, initiatives, goals or objectives, competencies, responsibilities, or free-form items. A section must contain all items of the same content type. Items are evaluated or tracked depending on the rules specified. Typically, Employee Comments, Manager Comments, Overall Summary and Signatures section do not include content items.

Enable Items	This check box is available if the Special Processing field is set to `None`. Select this checkbox if the section can contain items. When this check box is selected, the other fields in this page region are enabled.
Prompt Table	This check box is available if the Enable Items check box is selected and applies for only content items. Select the name of the table that holds the content items that the user wants included in the section. Select data by clicking the search icon.
Free Form	This check box is available if the Enable Items check box is selected. Select to enable users to add free-form items to this section of a document or template. For example, managers might use this feature to add a list of courses that an employee should take. The system assigns a unique identifier to each free-form item that is added. These items are not stored for reuse.

Content Type	This check box is available if the Enable Items check box is selected. Select the content type from which content items (job attributes) are pulled when defining the criteria used to evaluate employees' performance on the Template Definition - Content page (**Figure 23**). Valid options are any content types defined in the content catalog in the Manage Profiles business process. Select data from the drop-down list. The valid values are listed below: This field cannot be a content type that is defined only as a child of another content type.

Content Type Valid Values
Competencies
Degrees
E&G Special Projects
Goals & Objectives
Honors & Awards
Human Resources Advisory Sev
Human Resources Management
Human Resources Advisory Sup
IT Certifications
Initiatives
Language Skills
Licenses & Certifications
MAR
Major Area Of Responsibility
Memberships
Military Rank
Mission Statements
NVQ Units
NVQs
Problem Solving
Program Evaluation Work
Program Management Analysis
REsponsibilities
School Education
Special Projects
Success Criteria
USDA Element
Work Relationships

Rate	This check box is available if the Enable Items check box is selected. Select this check box to enable a rating assignment for the section, either by a system calculation or manually. The Rating Model field appears on the Template Definition - Content page (**Figure 23**) and a rating field appears in the section summary on the performance document.
Target Rating	This check box is available if the Rate check box is selected. Select this check box to indicate that content items can have a target proficiency rating assigned on the Template Definition - Content page (**Figure 23**). The target proficiency rating displays on the performance document for the content items.
Use Section Rating Model	This check box is available if the Enable Items check box is selected and a rating model is entered in the Rating Model field in the Section group box. Select this check box to have the rating model for all items and sub items on the document template default to the section rating model.
Add Items - Establish Criteria	This check box is available if the Enable Items check box is selected. Select this check box to enable a manager, employee, or peer to add items or sub items for the section on the Establish Criteria document. **Note:** The specific roles and whether they can add items or sub items to their evaluations are defined in the Section Role grid when this section in a document template is included.
Weight	This check box is available if the Rate check box is selected. Select this check box to enable the item in the section to have a weighting relative to the other items in the section. A Weight Section field appears in the section summary. The user cannot weight sections of a performance document when a calculation method of Summation or Review Band for the Overall Summary section is selected and elects to have the system calculate performance rating. (Enter calculation instruction through the Template Definition component.)

Minimum Weight	Select this check box if items can have a minimum weighting. Minimum weights are entered on the Template Definition - Structure page (**Figure 18**). During the evaluation process, managers can click an update link on the evaluation to edit the minimum weight.
Mandatory	This check box is available if the Enable Items check box is selected. Select this check box if the document author cannot edit or delete items. This applies to all item, regardless of whether they are defined on the template or job profile.
Critical	This check box is available if the Enable Items check box is selected. Select this check box to indicate that times can have a critical indicator.
Description	This check box is available if the Enable Items check box is selected. Select this check box to have the description that is defined for the item appear on the document. For example, if the section pertains to responsibilities and this check box is selected, the document includes the description that is defined on the Content Items - Items Detail page.
Measures	This check box is available if the Enable Items check box is selected and is designed for use by free-form items. Select this check box to display the Measurement field on the Template Definition - Content page (**Figure 23**). Measurements describe the standards against which performance is compared.
Due Date	This check box is available if the Enable Items check box is selected. Select this check box to have items include a due date on the document. For example, managers might enter a due date by which an employee must be come proficient in a certain competency or attain a particular goal. During the evaluation process, managers can update the due date.
Reminder Date	This check box is available if the Enable Items check box is selected. During the evaluation process, managers can click an update link on the evaluation to edit the reminder date.

Supports	This check box is available if the Enable Items check box is selected. Select this check box to enable the association of items in this section with items in a different section of the same review. This field works in conjunction with the Link field.
Link	This check box is available if the Supports check box is selected. This enables the user to indicate that the current section supports another section, similar to cascading objectives. This association displays as informational information on the performance document.
Ownership	This check box is available if the Enable Items check box is selected. Select this check box to have items contain an Owner field that indicates who is responsible for the item: the employee or the manager. The flag is informational only; it does not cause any special processing to occur. During the evaluation process, managers can click the update link on the evaluation to edit the Owner field.
Status	This check box is available if the Enable Items check box is selected. Select this check box to have items in the section of a document include a field that identifies the status of the item. The possible statuses are `Complete`, `In Progress`, and `N/A (Not Applicable)`.
Percentage Complete	This check box is available if the Enable Items check box is selected. Select this check box if on a document it can include a field for entry of the percentage complete. Employees and managers can use this field for entry of the percentage complete. Employees and manager can use this field to indicate progress towards certain goals.

To complete Sub-Items region on the Section Definition page:

Fields in this group box are available if the Enable Items check box in the Items group box is selected.

Enable Sub-Items	Select this check box to indicate the section can contain sub-items. Although sub-items are typically sub-competencies, this is not a requirement. For example, the user might create free-form sub items for responsibilities.

Prompt Table	Select the name of the table that holds the sub-items that are included in the section. Select data by clicking the search icon.
Free-Form Allowed	This field is available if the Enable Sub-items check box is selected. Select this check box to add free-form (non-coded) sub-items to this section.
Content Type	This field is available if the Enable Sub-items check box is selected. Select the content type from which content items to be selected. The content types available for selection are those that have been set up as a child of the content type selected in the Content Type field of the Items Section. Select data from the drop-down list. The valid values are `Competency`, and `Sub-Competency`.
Description	Select this check box to have the description for the sub-item appear on the evaluation. During the evaluation process, managers can click an update link on the evaluation to edit the description for the sub-item.

To complete Profile Management region on the Section Definition page:

This group box is used to identify whether the user wants to download criteria from a nonperson profile.

Initialize From Profile	This field is available only when the Special Processing field is set to `None`. Select this check box if the user wants the competencies or responsibilities that are associated with a profile type automatically loaded from the profile into the template or document.
Profile Type	This field is available if the Initialize from Profile check box is selected. These profile types are defined in the Manager Profiles business process with a Profile equal to `Person`. Select the profile type or select data from the drop-down list. The valid values are listed below:

Profile Type Valid Values
Cluster
Job (Learning)

Profile Type Valid Values
Role
Syndication

This section contains the following topics:

- Ratings And Weighting
- Calculation Methods
- Special Processing

Ratings And Weighting

Some sections may be rated, such as employee responsibilities or competencies. Others section, such as Major Duties (mission statements), would the user probably want to rate. The user may want to weigh the sections that are rated higher than others. Weighting a section or item in the section enables the user to place more or less importance on the section or item.

Calculation Methods

If your organization rates employees performance, the user can have the system calculate the employee’s performance rating or manually enter the ratings. ePerformance delivers three different calculation methods. Calculation methods are configurable to meet the business need.

Calculation Method	Description
Average	To use this method, the rating models associated with the section and its items must define numeric ratings that correspond to the rating descriptions. The system uses the numeric ratings to calculate a weighted average if weights exist; otherwise, it calculates a straight average. It then converts this average back to a performance document rating, again using the rating model.
Summation	To use this method, the rating models that are associated with the section and its items must define review points. The rating model for the section must also define point ranges (from points and to points). The system converts this total into the corresponding review rating for the section by using the point range on the rating model. Weights are ignored. Item ratings are not used in the summation method.
Review Band	This method is similar to the Summation method, but is only available for the Overall Summary Section of a document. To use this method, the rating model that is associated with the Overall Summary section must include a performance document band and define review points as well as point ranges (from points and to points). During the calculation process, the system computes the total review points across all sections and converts this total into the equivalent rating on the document band.

Special Processing

Special processing determines a sections use and the fields that are enabled in the section, Item, and Sub-Items group boxes on the Section Definition page. ePerformance provides the following type of special processing.

If Special Processing Is	Then The Section
Employee Comments	Cannot be rated nor weighted. Cannot have items nor sub-items.
Learning	Can be rated and weighted. Cannot have items nor sub-items.
Manager Comments	Cannot be rated nor weighted. Cannot have items nor sub-items.
None	Can be rated and weighted. Can have items nor sub-items.
Overall Summary	Can be rated and weighted. Cannot have items nor sub-items.
Signatures	Cannot be rated nor weighted. Cannot have items nor sub-items.

Creating Document Templates

To create document templates, use the Template Definition (EP_TMPL_DEFN) component.

This section discusses how to:

- Define general template information.
- Define document processes.
- Define document structure.
- Add criteria to sections.
- Loan content from profiles.
- Clone Templates.

Before the document templates are created, complete the following tasks:

- Set up the content catalog.
- Define job profiles. (Optional)
- Set up rating models.
- Define document types.
- Define document roles.
- Define section definitions.

Note: The template cannot be created without a document type, and a template must contain at least one section with a manager role selected.

This section contains the following topics:

Defining General Template Information
Cloning Template Definitions

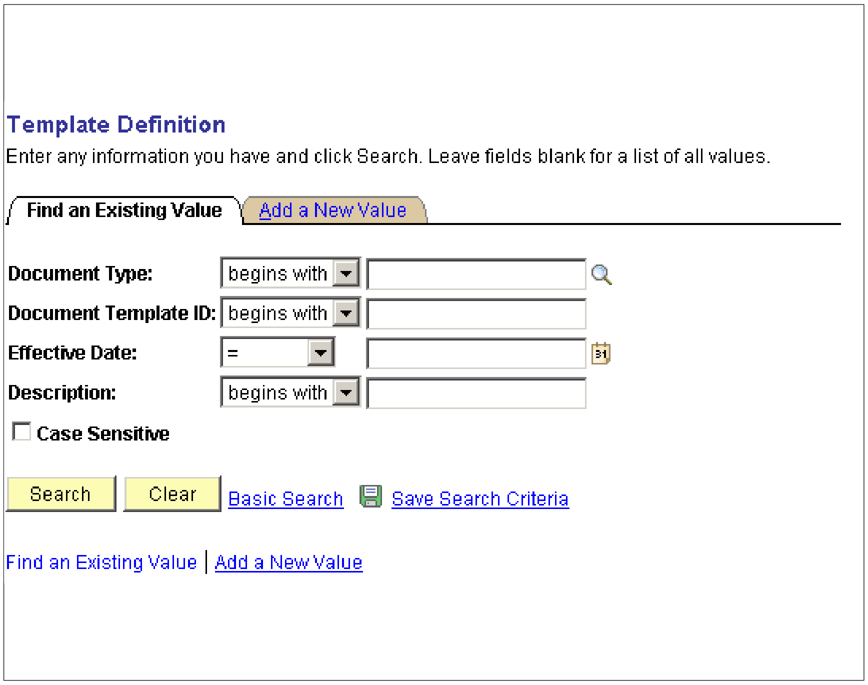
Defining General Template Information

The information that is specified on this page controls the sections that are available on other pages of the component.

Document templates are defined using four tabs. Below are the steps to complete the four tabs.

To set up Template Information:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Document Structure*** menu item.
5. Select the ***Template Definition*** component. The Find An Existing Value tab - Template Definition page (**Figure 14**) is displayed.



Template Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Document Type: begins with
Document Template ID: begins with
Effective Date: =
Description: begins with
☐ Case Sensitive

Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 14. Find An Existing Value tab - Template Definition page

6. Complete the fields as follow:

Document Type	Enter the section type.
OR	
Document Template ID	Enter the document template ID that corresponds to the document type.
Effective Date	Enter the effective date for the template definition.
Description	Enter the description of the document type.

Note: All fields may be entered to narrow the search.

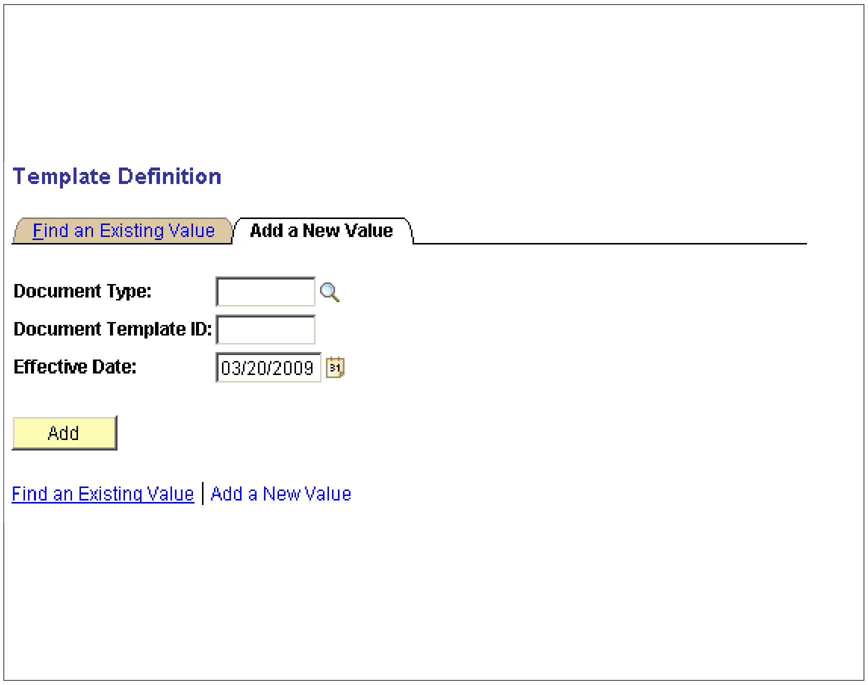
7. Click **Search**. The General tab - Template Definition page (**Figure 16**) is displayed.

   OR

   Click **Cancel** to clear the information enter on the page.

   OR

   Select ***Add A New Value*** tab. The Add A New Value - Template Definition page (**Figure 15**) is displayed.



Template Definition

Document Type:
Document Template ID:
Effective Date: 03/20/2009

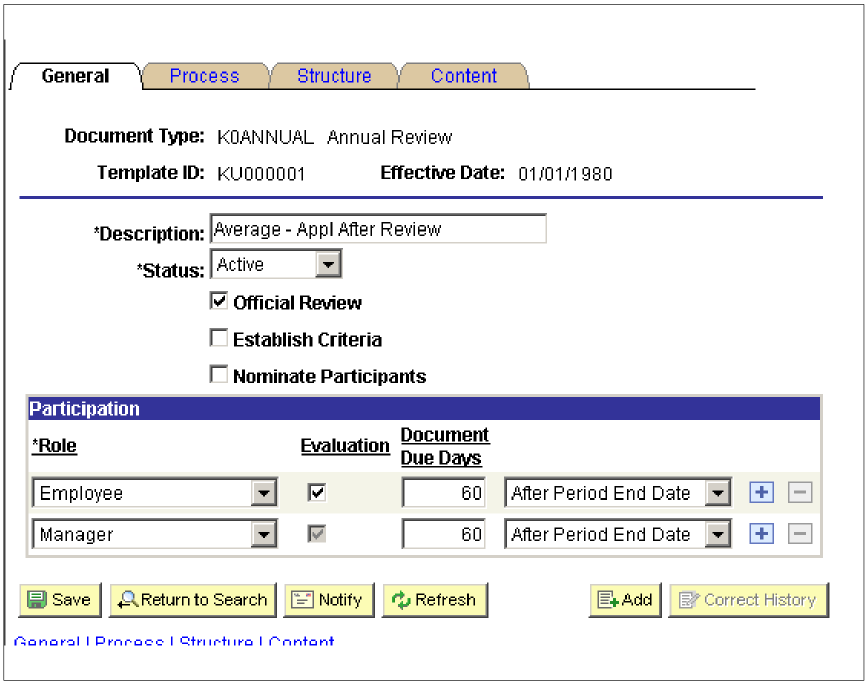
Figure 15. Add A New Value tab - Template Definition page

8. Complete the field as follows:

Document Type	Enter the section type.
Document Template ID	Enter the document template ID that corresponds to the document type.
Effective Date	Enter the effective date for the template definition or select a date from the calendar icon.
Section Type	Enter the name for the section.

9. Click **Add**. The General tab Template Definition page (**Figure 16**) is displayed.

The General page defines processing options, Establish Criteria and Nominate Participants, and define what roles can be participants in the performance or development process. The user can also designate that documents using this template are recognized by the system as the official review.



General
Process
Structure
Content

Document Type: K0ANNUAL Annual Review
Template ID: KU000001 **Effective Date:** 01/01/1980

***Description:** Average - Appl After Review
***Status:** Active
☑ **Official Review**
☐ **Establish Criteria**
☐ **Nominate Participants**

Participation

*Role	Evaluation	Document Due Days		
Employee	☑	60	After Period End Date	
Manager	☑	60	After Period End Date	

Save
Return to Search
Notify
Refresh
Add
Correct History
General | Process | Structure | Content

Figure 16. General tab - Template Definition page

10. Complete the fields as follows:

Document Type	This field is populated with the information entered on the search or add criteria page.
Template ID	This field is populated with the information entered on the search or add criteria page.
Effective Date	This field is populated with the information entered on the search or add criteria page.
***Description**	Enter a description of the document template. This description appears as a selection field when evaluations are created from the template; therefore each template with a document type should have a unique description.
***Status**	This field is the status of the document template. Select data from the drop-down list. The valid values are `Active` and `Inactive`.

Official Review	Select this check box to designate that the overall rating from the manager's documents generated with this template is to be used to update salary planning information. If the employee has more that one official document, these processes use the results of the document with the latest period end date. The default value from the Document Type page appears here, but can be changed. By selecting Official Review, the user indicates that the overall rating from the manager's document generated with this template is used be used to update salary planing information.
Establish Criteria	Select this box to enable the Establish Criteria step. When this check box is selected, the Establish Criteria group box appears on the Process tab - Template Definition page (**Figure 17**) and is a step on the Document Detail page. The default value from the Document type page appears here, but can be changed. By selecting Establish Criteria, the step in the business process is activated. Establish Evaluation Criteria appears as the first step to be completed on the Document Details - Current Performance Documents page (**Figure 60**). The system also creates the Performance Criteria - Draft document, which allows the manager and/or employee to update and possible add items to the performance critical document.
Nominate Participants	Select this check box to enable the Nominate Participants and Review Participant Feedback group boxes appears on the Process tab - Performance Documents page (**Figure 17**). By selecting Nominate Participants, the business process, Nominate Participants, Track Nominations, and Review Participant Evaluations is activated and appears as steps on the Document Details page (**Figure 60**). The system also creates documents for each person that accepts their nomination.

To complete the Participation region on the General tab - Template Definition section:

***Role**	Select one or more roles that can participate in evaluation that are generated using this document. The valid values are listed below: The Manager and Employee roles always appear in this list. Additional roles can be added which are defined on the Roles page.

Role Valid Values
Employee
Manager
Other
Peer

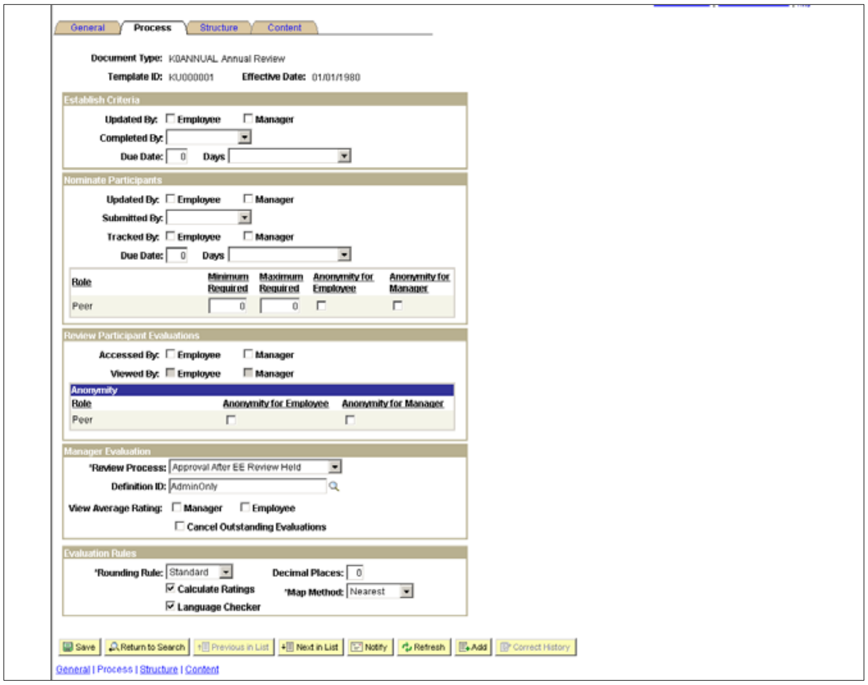
Evaluation	Select this check box to define whether an evaluation is created for the role. The check box for the manager roles is always selected and cannot be altered.
Document Due Days	Enter the number of days that the document is due before or after the period end date. Documents always pertain to a specific period of time, defined by the period begin and period end dates. These dates are established when the document is created. The document due date appears on the Employee Performance page that managers can use to monitor pending performance documents. The due date is also used to generate the Late Reviews report and to run the Create Summary Data process. Managers can use the Change Due Dates page to change the due date of the employee's document. HR administrators can use the same page to modify the due date of the manager's document. The field next to the due days determines if 60 days is after the period end date or before the period end date. Select data from the drop-down list. The valid values are `Before Period End Date` and `After Period End Date`.

11. Click the ***Process*** tab. The Process tab - Template Definition page (**Figure 17**) is displayed.

The Process tab - Template Definition page shows the processes that are required for the document based on the choices made on the General tab - Template Definition page (**Figure 16**). Select the actions that each role or roles can perform for each process, and specify whether the ratings that are entered by persons having that role are anonymous.

The information that is specified in the document process determines the functions that employees, managers, and other participants can perform in each step of the review process.

Specify approval rules for the manager's document and overall document processing rules on this page.



Document Type: K0ANNUAL Annual Review
Template ID: KU000001 Effective Date: 01/01/1980

Establish Criteria
Updated By: ☐ Employee ☐ Manager
Completed By:
Due Date: 0 Days

Nominate Participants
Updated By: ☐ Employee ☐ Manager
Submitted By:
Tracked By: ☐ Employee ☐ Manager
Due Date: 0 Days

Role	Minimum Required	Maximum Required	Anonymity for Employee	Anonymity for Manager
Peer	0	0	☐	☐

Review Participant Evaluations
Accessed By: ☐ Employee ☐ Manager
Viewed By: ☐ Employee ☐ Manager

Anonymity

Role	Anonymity for Employee	Anonymity for Manager
Peer	☐	☐

Manager Evaluation
*Review Process: Approval After EE Review Held
Definition ID: AdminOnly
View Average Rating: ☐ Manager ☐ Employee
☐ Cancel Outstanding Evaluations

Evaluation Rules
*Rounding Rule: Standard Decimal Places: 0
☑ Calculate Ratings *Map Method: Nearest
☑ Language Checker

Figure 17. Process tab - Template Definition page

12. Complete the fields as follows:

Document Type	This field is populated with the information entered on the search or add criteria page.
Template ID	This field is populated with the information entered on the search or add criteria page.
Effective Date	This field is populated with the information entered on the search or add criteria page.

To complete the Establish Criteria region on the Process tab - Template Definition page:

This section is used to set up the rules for the Establish Criteria process. It appears only if the Established Criteria check box is selected on the General tab - Template Definition page (**Figure 16**). The rules defined here determines the information that is displayed on the Document Details - Current Performance Documents page (**Figure 60**).

Updated By/Employee	Select this check box to indicate the role that can update the criteria on documents.
Updated By/Manager	Select this check box to indicate the role that can update the criteria on documents.

Completed By	Select a role from the drop-down list that can complete or finalize the established criteria document. The valid values are `Manager` and `Employee`.
Due Date	Enter the number of days before or after the period end date when the establish criteria document is due.
Days	Select days from the drop down list. The valid values are `After Period End Date` and `Before Period End Date`.

To complete the Nominate Participants region on the Process tab - Template Definition page

Use this section to set up the rules for the Nominate Participants process. It appears only if the Nominate Participants check box is selected on the General page. The rules defined here determines the information that is displayed on the Document Details - Current Performance Documents page (**Figure 60**).

Updated By/Employee	Select this check box to indicate the role to indicate the roles that can nominate participants for a review.
Updated By/Manager	Select this check box to indicate the role to indicate the roles that can nominate participants for a review.
Submitted By	Select the role that can submit the nominations to nominees. Only select a role that can update participants. Select data from the drop-down list. The valid values are `Employee` and `Manager`.
Tracked By/Employee	Select this check box to indicate the roles that can track nominations that are submitted. If this check box is selected, that the Track Nomination step appear in the Document Details - Current Performance Documents page (**Figure 60**). This enables the user to view the submitted nominations and track whether or not they have been accepted. If the user has access to this step, then they can also cancel the nominations that have not been accepted.

Tracked By/Manager	Select this check box to indicate the roles that can track nominations that are submitted. If this check box is selected, that the Track Nomination step appears in the Document Details - Current Performance Documents page (**Figure 60**). This enables the user to view the submitted nominations and track whether or not they have been accepted. If the user has access to this step, then the user can also cancel the nominations that have not been accepted.
Due Date	Enter the number of days before or after the period end date when the nominations must be completed. This date appears on the Document Details - Current Performance Documents page (**Figure 60**).
Days	Select data from the drop-down list. The valid values are `After Period End Date` and `Before Period End Date`.

To complete the Amenity region on the Process tab - Template Definition page:

The Role grid contains one entry for each participant role other than the manager and employee who is defined on the General tab - Template Definition page (**Figure 16**).

Role	This field is populated from General tab - Template Definition page (**Figure 16**).
Mimimum Required	Enter the minimum number of participants of this type that are required to participate in a review. For example, if the review requires at least three peers, the user must nominate at least three peers and they must accept the nominations before the review can proceed.
Maximum Allowed	Enter the maximum number of participants of this type that can participate in a review. For example, if the review maximum for peers is three, the user cannot submit nominations to four peers.
Anonymity For Employee	Select this check box to indicate that the employee is not able to see the names of the participants for this role when tracking nominees.
Anonymity For Manager	Select this check box to indicate that the manager is not able to see the names of the participants for this role when tracking nominees.

To complete the Review Participant Evaluations region on the Process tab - Template Definition page:

This section is used to setup the rules for the Review Participants Evaluations step. It appears only if the Nominated Participant check box is selected on the General tab - Template Definition page (**Figure 16**).

Accessed By/Employee	Select this check box to indicate the roles that can access participant feedback from the Document Details - Current Performance Documents - Current Performance Documents page (**Figure 60**).
Accesed By/Manager	Select this check box to indicate the roles that can access participant feedback from the Document Details - Current Performance Documents page (**Figure 60**).
Viewed By/Employee	Select this check box to be able to view completed evaluations from the participants. Only select a role that can be access participant feedback.
Viewed By/Manager	Select this check box to be able to view completed evaluations from the participants. Only select a role that can be access participant feedback.

The Role grid contains one entry for each participant role that is defined on the General tab - Template Definition page (**Figure 16**).

Anonymity For Employee	Select this check box to indicate that the employee is not able to see the names of the participants for this role when tracking nominees.
Anonymity For Manager	Select this check box to indicate that the manager is not able to see the names of the participants for this role when tracking nominees.

To complete the Manager Evaluation region on the Process tab - Template Definition page:

Review Process	This field identifies the process for reviewing a document with the employee, and when this review takes place relative to a formal approval of the document. It also controls when the **Submit**, **Complete**, **Available For Review** and **Review Held** actions are available to the manager. Select data from the drop down list. The valid values are listed below:

Review Process Valid Values	Definition
Approval After Review Held	If the document approval occurs after the manager reviews the completed document with the employee.
Approval Before Review Held	If the approval must occur before the manager reviews the completed document with the employee.
Approval No Review Held	If an approval process is required, but the manager does not need to review the document with the employee.
No Approval No Review Held	If neither an approval process not a review of the complete document is required.
No Approval Review Held	If the manager reviews the completed comment with the employee, but no approval process applies.

Definition ID

Select the approval definition that determines the chain of approvals a document must go through when the manager clicks the **Submit** button on the performance document.

The default values selected on the Document Type page appears here, but can be changed. This field applies only if the Review Process field is set to `Approval After Review Held`, `Approval Before Review Held`, or `Approval No Review Held`. The valid values are listed below:

Definition ID Valid Values	Definition
Manager Only	This is a one-step approval process that routes the transaction to an approving manager.
Manager To Admin	This is a two-step process that routes the transaction to an approving manager and then to the ePerformance Administrator.
Admin Only	This is a one-step approval process that routes the transaction to the ePerformance Administrator.

View Average Rating

Select this check box to view a graphical representation of the ratings on the document.

Cancel Outstanding Evaluations

Select this check box to automatically cancel evaluations that are not completed and nominations that are not accepted when the managers evaluation moves to the `In Progress` status. This option prevents late evaluations from coming in an altering the average ratings.

To complete the Evaluation Rules region on the Process tab - Template Definition page:

The fields in this section defines rules for calculating rating that apply to the document as a whole.

Rounding Rule	Specify how the system should round calculated ratings whenever using the Average calculation method. Select data from the drop-down list. The valid values are `Down`, `Standard`, and `Up`. With standard rounding, the system rounds up on 5 and rounds down on 4. For example, 2.5 rounds to 3, while 2.4 rounds to 2. This works in combination with the number of decimal places the system rounds to. For one decimal place, 2.45 rounds to 2.5, while 2.44 rounds to 2.4.
Decimal Places	If the a rounding rule is selected, enter the number of decimal places for rounding. No more than two decimal places are allowed.
Calculate Ratings	Select this check box to indicate that the system automatically performs all roll-up calculations to calculate an overall summary rating. This feature is the default, and causes a calculate button to appear on the evaluations. To have evaluators manually enter all ratings, clear this box.

Map Method

If the Calculate Ratings check box is selected, select how calculated number ratings are mapped to quantified ratings when there is no exact match after the rounding rule is applied. For example, the calculated rating 2.7 falls between number ratings defined on the Rating Model Table page as 1, 2, 3, and 4; the mapping method defines the number rating to map to the value 2.7. Select data from the drop-down list. The valid values are `Highest`, `Lowest`, and `Nearest`.

For example, assume the rating mode has the following entries:

- A = Superior (numeric rating = 1)
- B = Good (numeric rating = 2)
- C = Average (numeric rating = 3)
- D = Needs Improvement (numeric rating = 4)

If the system calculates a rating of 2.7 (between Good and Average, but closer to Average), mapping method tells the system which entry to pick:

- Highest yields the next numerically highest rating – in this case 3, or average.
- Lowest yields the nest numerically lowest rating – in this case 2, or Good.
- Nearest yields the u=numerically closest rating – in this case 3, or average.

If the calculated rating falls exactly halfway between two ratings in the rating model, the system assigns the numerically higher of the two ratings.

Language Checker

Select this check box to enable the use of the Language Checker tool when entering comments. Click the button on the document to have the system check for inappropriate language in the comments and results text boxes on the evaluation.

13. Click the ***Structure*** tab. The Structure tab - Template Definition page (**Figure 18**) is displayed.

The Structure tab defines document structure, defines the sections that are included on documents, and adds appropriate sections to the template. The Structure tab allows the section settings to be overridden and defines the way each role interacts with the document section. If one or more sections are selected to be included in the document, the section definition is copied into the document template, and can override any of the section settings.

For each section that is included in the document, specify how the document roles interact with that section; the actions that can be performed, the contact that is visible, and the writing tools that can be used to enter ratings and comments.

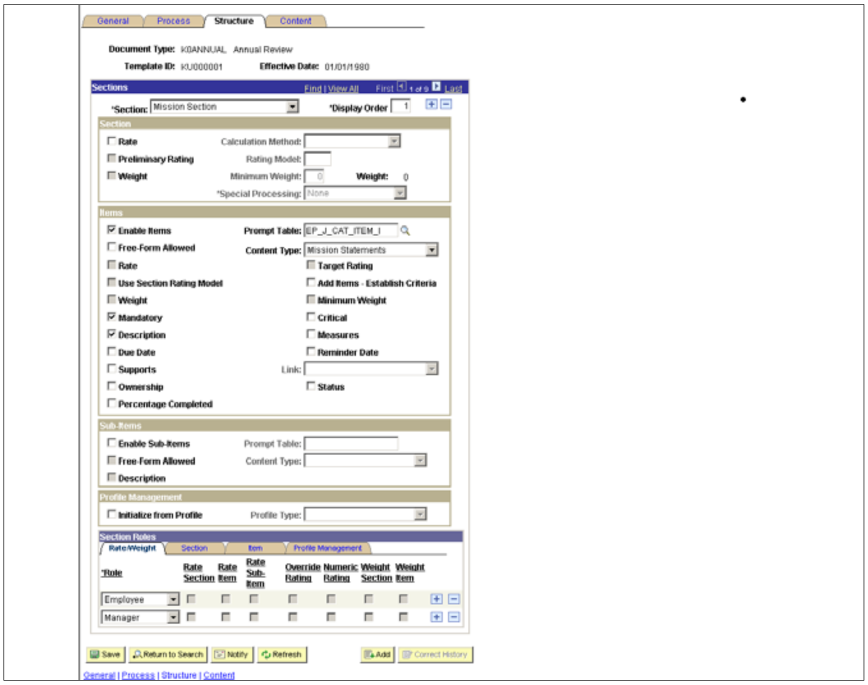
Multiple sections can be added that require ratings. These sections can be any content type defined in the Manager Profile business process; such as goals, objectives, and competencies sections. Sections can also be defined to pull content from nonperson profiles created in the Manage Profile business process.

Each section may have different calculation methods. Because sections can be added that have different calculation methods, the following table illustrates how the calculation methods the other sections of the document can use and wether the calculation method permits section weighting:

Calculation Method for Overall Summary Section	Calculation Methods Allowed for Other Sections	Section Weighting Allowed?	Rating Calculations
Review Band	Average and Summation The review points must be added in addition to numeric ratings for these sections. The system converts section ratings to review points to determine the overall rating.	No	Only available for Overall Summary sections. To use this method, the rating model that is associated with the Overall Summary section must include a performance document band and define review points as well as point ranges (from points and to points). The system uses the points in its calculations and: 1. Calculates the overall points by following the same steps as the summation method. 2. Converts the overall points into the appropriate review band according to the rules defined on the Rating Model page.

Calculation Method for Overall Summary Section	Calculation Methods Allowed for Other Sections	Section Weighting Allowed?	Rating Calculations
Average	Average	Yes	-To determine item ratings,enter the item rating. If sub items exist, the system calculates the item rating by taking the average of the sub-item. -To determine section ratings, for sections other than Overall Summary, the system looks to see if there are items that are rated. If there are no other rated items, enter the section rating. If there are rated items, the system determines if any of the items are weighted. If there are: ■ –Weighted items - The system calculates the rating as a weighted average of all of the item ratings in the section, taking individual item weights into account. Unrated items and items that are not weighted are ignored. –To determine overall ratings, the system checks to see if there are other sections that are rated. If there are no other rated sections, enter the section rating. If there are rated sections, it determines if the sections are weighted. If there are: ■ Weighted sections - The system calculates the rating as a weighted average of all of the section ratings in the document, taking individual section weights into account. Unrated items and items that are not weighted are ignored. ■ –No weighted sections - The system calculates the simple average of all rated items. Unrated items are ignored.

Calculation Method for Overall Summary Section	Calculation Methods Allowed for Other Sections	Section Weighting Allowed?	Rating Calculations
Summation	Average and Summation The review points must be defined in addition to numeric ratings for these sections. The system converts section ratings to review points to determine the overall rating.	No	-To determine section ratings, for sections other than the Overall Summary section, the system determines the rating and corresponding review points for each item in the section. Only items with review points are considered. It sums the points to determine the total points for the section. -To determine overall ratings, determine the calculation method for the other sections. If the section rating is calculated using the: ▪ −Average method - The system converts the section rating to the appropriate number of review points entered for that section, using the rating model associated with the section. ▪ −Summation method - The total review points for the section are used as the section points. The points from each section are summed and converted to a document rating using the from and to point range on the rating model that is used for the Overall Summary section.


General
Process
Structure
Content
Sections
Find | View All
First
1 of 9
Last
Section
Items
Sub-Items
Profile Management
Section Roles
Rate/Weight
Section
Item
Profile Management
Save
Return to Search
Notify
Refresh
Add
Correct History
General | Process | Structure | Content

Document Type: K0ANNUAL Annual Review
Template ID: KU000001
Effective Date: 01/01/1980

*Section: Mission Section
*Display Order 1

☐ Rate
Calculation Method:
☐ Preliminary Rating
Rating Model:
☐ Weight
Minimum Weight: 0
Weight: 0
*Special Processing: None

☑ Enable Items
Prompt Table: EP_J_CAT_ITEM_I
☐ Free-Form Allowed
Content Type: Mission Statements
☐ Rate
☐ Target Rating
☐ Use Section Rating Model
☐ Add Items - Establish Criteria
☐ Weight
☐ Minimum Weight
☑ Mandatory
☐ Critical
☑ Description
☐ Measures
☐ Due Date
☐ Reminder Date
☐ Supports
Link:
☐ Ownership
☐ Status
☐ Percentage Completed

☐ Enable Sub-Items
Prompt Table:
☐ Free-Form Allowed
Content Type:
☐ Description

☐ Initialize from Profile
Profile Type:

*Role	Rate Section	Rate Item	Rate Sub-Item	Override Rating	Numeric Rating	Weight Section	Weight Item
Employee	☐	☐	☐	☐	☐	☐	☐
Manager	☐	☐	☐	☐	☐	☐	☐

Figure 18. Structure tab - Template Definition page

14. Complete the fields as follows:

Document Type	This field is populated with the information entered on the search/add criteria page.
Template ID	This field is populated with the information entered on the search/add criteria page.
Effective Date	This field is populated with the information entered on the search/add criteria page.
***Section**	Select a section to include in the documents that are generated from this template. The sections available for selection are those that were previously defined using the Section Definition page (**Figure 13**). When the section is selected, the information defined for that section becomes the default information for this section on the Structure tab. Override any default value.

Note: Only one Overall Summary section on each template.

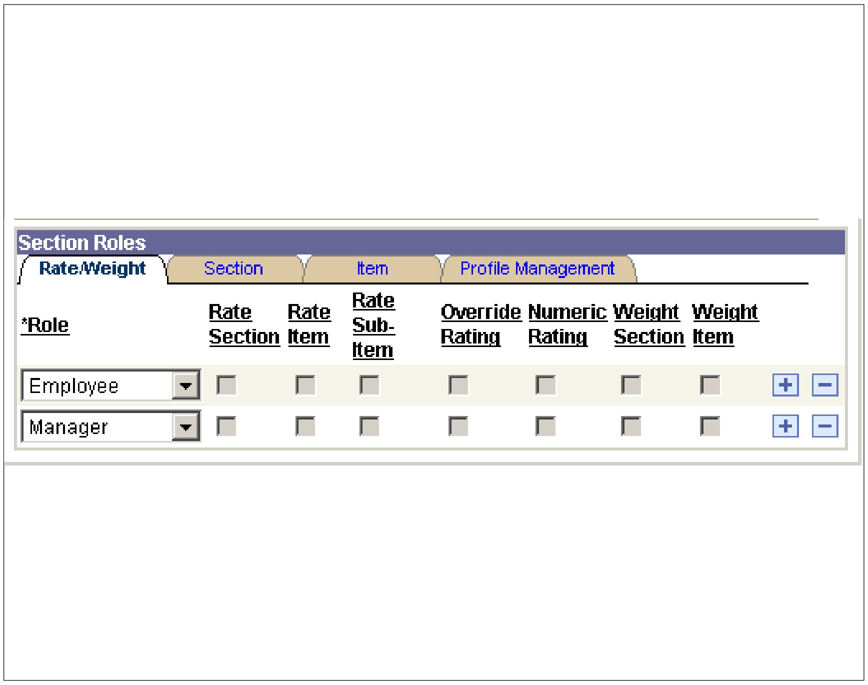
Display Order	Enter a unique sequence number to specify the relative order in which this section appears in the document. The default value for the first section is 10. The system increments the value for the subsequent sections by 10. If, for example, the user overrides a sequence number to 25, the system assigns 35 as the next sequence number.

Note: If the sequence numbers are entered out of order, the system automatically reorders them when the user exits the Template Definition component and reopens it.

Note: To complete the Section section refer to the completion instructions for the Defining Sections.

To complete the Rate/Weight tab - Section Roles region - Structure tab -Template Definition page:

15. Select the ***Rate/Weight*** tab. The Rate/Weight tab - Section Roles region - Structure tab - Template Definition page (**Figure 19**) is displayed.



*Role	Rate Section	Rate Item	Rate Sub-Item	Override Rating	Numeric Rating	Weight Section	Weight Item		
Employee	☐	☐	☐	☐	☐	☐	☐	+	−
Manager	☐	☐	☐	☐	☐	☐	☐	+	−

Figure 19. Rate/Weight tab - Section Roles region - Struction tab - Template Definition page

16. Complete the fields as follows:

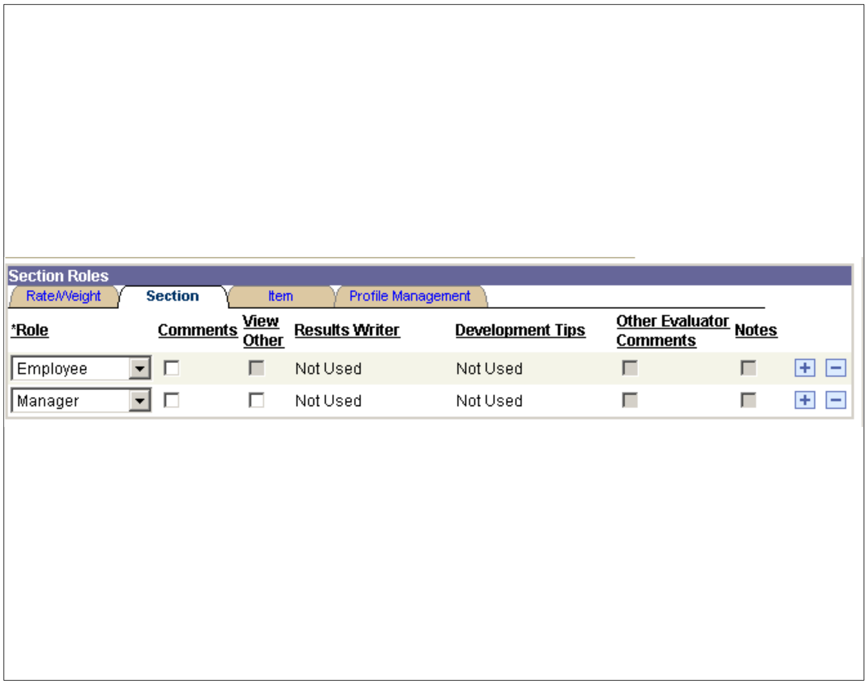
***Role**	Select the role. The valid values are `Employee` and `Manager`.
Rate Section	This field is available if Rate is selected for the section. Select this check box to enable the author to assign a section rating.

Rate Item	This field is available if Rate is selected in the the Items page region for the section. Select this check box to enable the author to rate items in the section.
Rate Sub-Item	This field is available if Rate is selection in the Items page region for the section. Select this check box to enable the author to rate sub items in this section.
Override Rating	This option is available when the Calculate Ratings check box is selected on the Template Definition page. Select this check box to have an Override Rating button appear next to the Calculate button on the evaluation. The author can click this button to notify the calculated rating.

Warning! Do not use this feature with the Summation calculation method.

Numeric Rating	This option is available if Rate is selected for this section. Select this check box to have the evaluation display both the rating and the numeric equivalent points of the rating that is defined on the Rating Model Definition page.
Weight Section	This option is available if Weight Section is selected for the section. Select this check box to enable the author to assign a section weighting.
Weight Item	This option is available if Weight Section is selected for the section. Select this check box to enable the author to weight items in this section.

17. Select the ***Section*** tab. The Section tab - Section Roles region - Structure tab - Template Definition page (**Figure 20**) is displayed.



*Role	Comments	View Other	Results Writer	Development Tips	Other Evaluator Comments	Notes
Employee	☐	☐	Not Used	Not Used	☐	☐
Manager	☐	☐	Not Used	Not Used	☐	☐

Figure 20. Section tab - Section Roles region - Struction tab - Template Definition page

18. Complete the fields as follows:

Role	Select the role type from the drop-down list. The valid values are **`Manager`**, **`Employee`**, and **`Peer`**.
Comments	Select this checkbox to have the section contain an area for users to add a free-form description of the employee's performance on the section. If this checkbox is not selected for a role, the other selections for the role are not available.
View Other	Select this check box to enable the role to view the sections from other completed evaluations that are part of this document. This option is available to managers only.

***Results Writer**

This field is available only if the Comments check box is selected for the role.

Results Writer suggestions are predefined statements that describe the employees proficiency level for the associated item. The Results Writer tool is designed primarily for competency and sub-competency sections of an evaluation; however, this feature can be enabled for other sections of an evaluation as well.

Select data from the drop-down list to have text suggestions from the Results Writer toll appear on the Suggested Results page when the Writing Tools link is selected on an evaluation.

The valid values are as follows:

Results Writer Valid Values	Definition
Competency	Lists the Results Writer statements that are associated with competencies. Associates statements with sub-competencies on the Sub-Competency Proficiencies - Results Writer page.
Sub-Competency	Lists the Results Writer statements that are associated with sub-competencies. Associates statements with sub-competencies on the Sub-Competency Proficiencies - Results Writer page.
Not Used	If the Results Writer statements should not appear on the Suggested Results page.

***Development Tips**

This field is available only if the Comments check box is selected for the role.

Development tips are predefined statements that suggest how employees can improve proficiency at the associated item and are designed primarily for competency and sub-competency sections of an evaluation. However, this feature can be enabled for other sections of an evaluation as well.

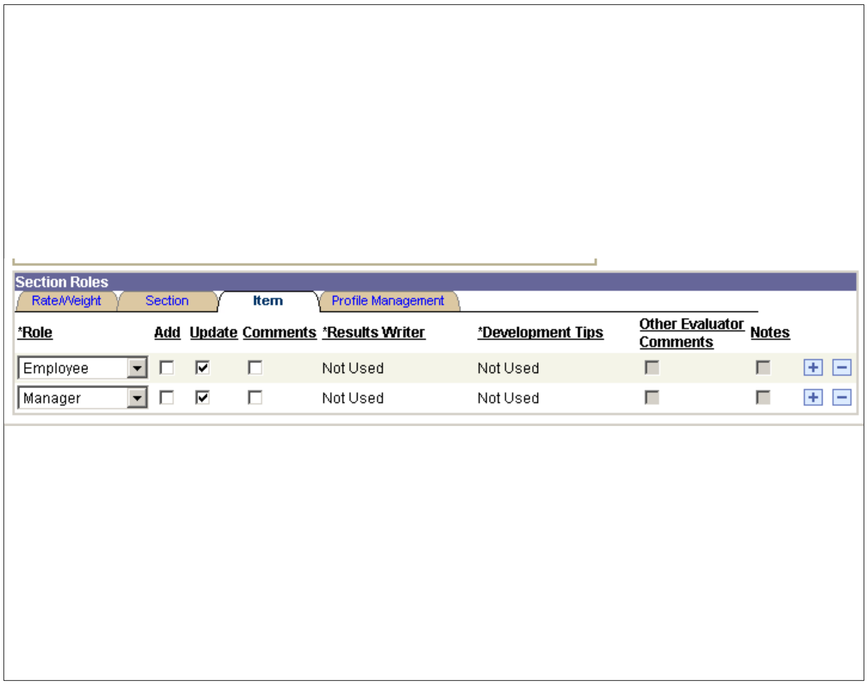
Select data from the drop-down list to have text suggestions from the Development Tips to appear on the Suggested Results page when the Writing Tools link is selected on an evaluation.

The valid values are as follows:

Development Tips Valid Values	Definition
Competency	Lists development tips that are associated with competencies. Associates development tips with competencies on the Competency Proficiencies - Development Tips page.
Sub-Competency	Lists development tips that are associated with sub-competencies. Associates development tips with competencies on the Sub-Competency Development Tips page.
Not Used	If the user does not want development tips to appear on the Suggested Results page.

Other Evaluator Comments	This field is available only if the Comments check box is selected and the role is a manager. Select this check box to have comments that were entered by other evaluators appear on the Suggested Results page for the role. Only comments from completed evaluations that were entered for the same summary section appear on the list.
Notes	This field this available only if the Comments check box is selected for the role. Select this check box to have performance notes entered by the employee or manager during the Established Criteria step appear on the Suggested Results page. Only notes entered for the same section item by the same person appear on the list.

19. Select the ***Item*** tab. The Item tab - Section Roles region - Structure tab - Template Definition page (**Figure 21**) is displayed.



*Role	Add	Update	Comments	*Results Writer	*Development Tips	Other Evaluator Comments	Notes
Employee	☐	☑	☐	Not Used	Not Used	☐	☐
Manager	☐	☑	☐	Not Used	Not Used	☐	☐

Figure 21. Item tab - Section Roles region - Struction tab - Template Definition page

20. Complete the fields as follows:

Role	Select the role type from the drop-down list. The valid values are `Manager`, `Employee`, and `Peer`.
Add	Select this check box to enable the role to add items to this section.

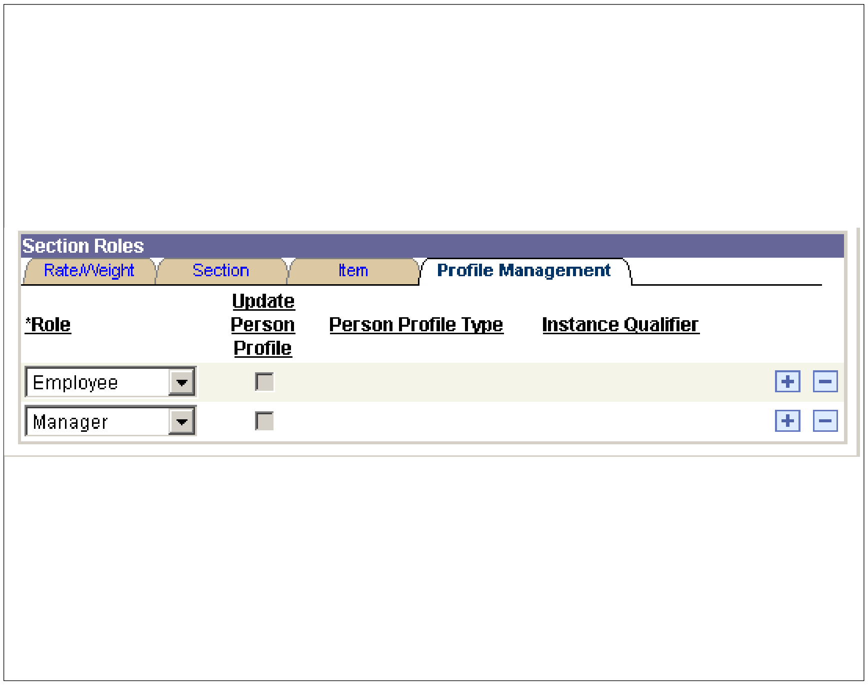
Update	Select this check box to enable the role to update items in this section on the documents that are generated for the role.
Comments	Select this check box to have items in the section contain an area for authors to add a free-form description of the employee’s performance on the item. If this check box is selected, the Results Writer, Development Tips, Other Evaluator Comments, and Notes check boxes are enabled for the role. The use of these fields is analogous to the same fields under the Section tab - Section Roles region - Structure tab - Template Definition page (**Figure 20**).
***Results Writer**	This field is available only if the Comments check box is selected for the role. Results Writer suggestions are predefined statements that describe the employee’s proficiency level for the associated item. The Results Writer tool is designed primarily for competency and sub-competency sections of an evaluation; however, this feature can be enabled for other sections of an evaluation as well. Select data from the drop-down list to have text suggestions from the Results Writer to appear on the Suggested Results page when the Writing Tools link is selected on an evaluation. The valid values are as follows:

Results Writer Valid Values	Definition
Competency	Lists the Results Writer statements that are associated with competencies. Associates statements with sub-competencies on the Sub-Competency Proficiencies - Results Writer page.
Sub-Competency	Lists the Results Writer statements that are associated with sub-competencies. Associates statements with sub-competencies on the Sub-Competency Proficiencies - Results Writer page.
Not Used	If the Results Writer statements should not appear on the Suggested Results page.

***Development Tips**	This field is available only if the Comments check box is selected for the role. Development tips are predefined statements that suggest how employees can improve proficiency at the associated item and are designed primarily for competency and sub-competency sections of an evaluation. However, this feature can be enabled for other sections of an evaluation as well. Select data from the drop-down list to have text suggestions from the Development Tips to appear on the Suggested Results page when the Writing Tools link is selected on an evaluation. The valid values are as follows:

Development Tips Valid Values	Definition
Competency	Lists development tips that are associated with competencies. Associate development tips with competencies on the Competency Proficiencies - Development Tips page.
Sub-Competency	Lists development tips that are associated with sub-competencies. Associates development tips with competencies on the Sub-Competency Development Tips page.
Not Used	If development tips should not appear on the Suggested Results page.

21. Select the ***Profile Management*** tab. The Profile Management tab - Section Roles region - Structure tab - Template Definition page (**Figure 22**) is displayed.



*Role	Update Person Profile	Person Profile Type	Instance Qualifier
Employee	☐		
Manager	☐		

Figure 22. Profile Management tab - Section Roles region - Struction tab - Template Definition page

22. Complete the fields as follows:

Role	Select the role type from the drop-down list. The valid values are `Manager`, `Employee`, and `Peer`.
Update Person Profile	This field is available if the section items have the Rate check box selected and if a content type is entered in the Content Type field in the Items group box on the Structure tab -Template Definition page (**Figure 18**). Select this check box for the system to update the employee's profile in the Manage Profiles business process with this document.
Person Profile Type	This field is available if the Update Person Profile check box is selected. Select the profile type from the drop-down list. These profile types are defined in the Manage Profiles business process with an Identity Option equal to `Person`. The valid values are `Person`, `Integration From ePerformance`, and `Person (Learning).`
Instance Qualifier	Select an instance qualifier from the drop-down list that distinguishes this evaluation from other evaluations in the Manage Profiles business process. ePerformance delivers an instance qualifier to be identified. The valid values are `Supervisor/Manager`, `Self Evaluation`, and `Other`.

To continue completing the Structure tab - Section Items page region - Template Definition page:

The fields in this group box are available only if the Enable Items check box is selected on the Structure tab - Template Definition page (**Figure 18**). Items automatically appear here when the Load Content From Profile link is selected.

To complete the Content tab on the Template Definition page:

23. Select the ***Content*** tab. The Content tab - Template Definition page (**Figure 23**) is displayed.

The Content page allows the adding of criteria to sections, defines the specific job attributes or content items by which an employee is to be measured. Only those sections that were included on the Structure tab - Template Definition page (**Figure 18**) are available on the Content page.

Criteria on the Content page can come from three sources:

- Content Catalog.

  Items and sub-items from the Content Items Detail (JPM_CAT_ITEMS) table.

Note: The user can define unique coded categories of performance criteria. To do so, use the Application Designer to create tables that store the items for the new criteria type. The tables that are created are then referenced as prompt tables in document template and evaluations. Include the fields in the table that are defined: EP_ITEM_ID (key), EP_TITLE, EFFDT (optional key), EFF_STATUS (optional), EP_DESCR254 (optional).

- Free Form Items.

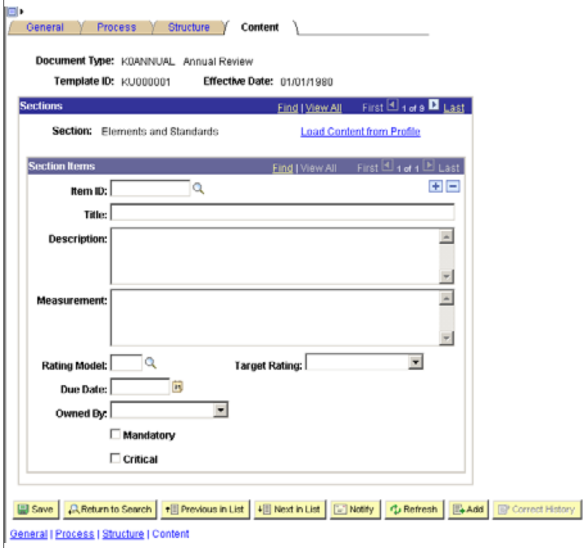
  Free-form items are criteria that are not stored in the database. Free-form items enable the user to fine-tune evaluations to an individual employee or a small group of employees. Add free-form criteria to the templates to create performance documents. It also enables managers, employees, or both to add free-form accessment items after the performance document is generated.

- Download from the Non-person profile.

  Items and sub-items can be added from nonperson profile defined in the Manage Profiles business process. The system uses the specified profile type to identify content and automatically adds it to the Content tab - Template Definition page (**Figure 23**)

The criteria defined on the Content tab - Template Definition page (**Figure 23**) is automatically pulled into the document that is generated using the specified template.

Only the sections entered on the Structure tab - Template Definition page (**Figure 18**) are available on this page. To add more sections, go to the Structure tab - Template Definition page.

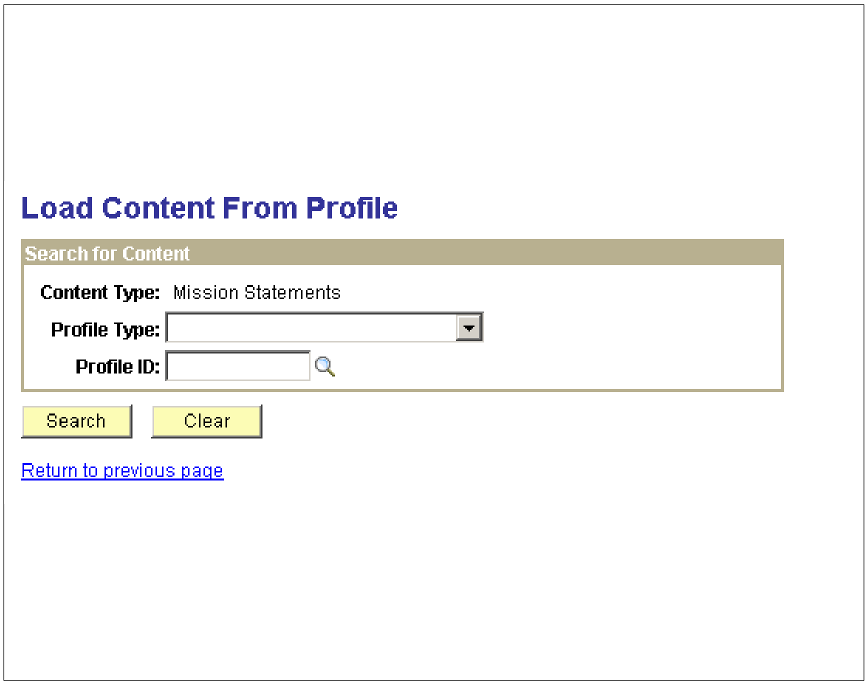

General
Process
Structure
Content
Sections
Find | View All
First 1 of 9 Last
Load Content from Profile
Section Items
Find | View All
First 1 of 1 Last
Item ID:
Title:
Description:
Measurement:
Rating Model:
Target Rating:
Due Date:
Owned By:
☐ Mandatory
☐ Critical
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Correct History
General | Process | Structure | Content

Document Type: K0ANNUAL Annual Review
Template ID: KU000001 Effective Date: 01/01/1980
Section: Elements and Standards

Figure 23. Content tab - Template Definition page

24. Click the ***Load Content From Profile*** link to display The Load Content From Profile page (**Figure 24**). The items selected will automatically appear on the Section Items page region of the Content tab - Template Definition page (**Figure 23**)

Load content from profiles. Profiles can be used to load criteria into sections.



Content Type: Mission Statements

Figure 24. Load Content From Profile link page

25. Complete the fields as follows:

Conent Type	This field is populated from the Structure tab - Template Definition page (**Figure 18**)
Profile Type	Select data from the drop-down list. The valid values vary based on the profile types created.
Profile ID	Select data by clicking the search icon.

26. Click **Search**. A list of Select Items is displayed.

OR

Click **Clear** to clear the selection.

27. At this point, the following options are available:

Step	**Description**
Click ***Select All***	To select all the Item ID’s listed
Click ***Deselect All***	To deselect all the Item ID’s selected.
Click **Add Item**	To correct a historical record.

Note: Remember these items become part of the template. It is best to only have common items that fit all employees.

To continue to complete the Content tab:

Document Type	This field is populated with the information entered on the search or add criteria page.
Template ID	This field is populated with the information entered on the search or add criteria page.
Effective Date	This field is populated with the information entered on the search or add criteria page.
***Section**	This field is populated with the information entered on the Structure tab - Template Definition page (**Figure 18**).
Item ID	Select an item from the Content Item Detail table or select data by clicking on the search icon. Only content items can be selected that are linked to the Content Type field on the Structure tab - Template Definition page (**Figure 18**). This field does not apply to free-form items.
Title	Enter the title for a free-form item. Only enter items for free-form items. Otherwise, the system displays the text that was entered in the Description field on the Content tab - Template Definition page (**Figure 23**).
Description	This field is available only if the Description check box is selected in the Items group box on the Structure tab - Template Definition page (**Figure18**). Enter the description for a free-form item that is being added. Only enter descriptions for free-form items. Otherwise, the system displays the text that was entered in the ePerformance Description field on the Content tab - Template Definition page (**Figure 23**).

Measurement	This field displays if the Measures check box is selected on the Structure tab - Template Definition page (**Figure 18**). Enter text that clearly and objectively describes the standard by which this item is measured. This text appears on the performance or development document.
Rating Model	This field appears if the Rate check box is selected on the Structure tab - Template Definition page (**Figure 18**). Select data by clicking the search icon. If the user selects the Use Section Rating Model check box in the Items group box on the Structure tab - Template Definition page (**Figure 18**), the system displays the rating modes that is entered in the Rating Model field in the Section group box on the Structure tab - Template Definition page (**Figure 18**).
Target Rating	This field appears if the Target Rating check box is selected on the Structure tab - Template Definition page (**Figure 18**). Select the rating from the drop-down list at which the employee should be performing for this section item.
Weight	This field appears if the Weight check box is selected on the Structure tab - Template Definition page (**Figure 18**). Enter the percentage amount that this section contributes to the overall weight.
Minimum Weight	This field appears if the Minimum Weight check box is selected on the Structure tab - Template Definition page (**Figure 18**). Enter the minimum percentage amount that the user wants this item to contribute to the overall weight.
Supports	This field appears if the Support check box is selected on the Structure tab - Template Definition page (**Figure 18**). Select one of the section items from the drop-down list that is associated with the linked section.

Due Date	This field appears if the Due Date check box is selected on the Structure tab - Template Definition page (**Figure 18**). This can be used to track the progress of an item and whether it is was completed on time. Enter a date or select a date from the calendar icon.
Reminder Date	This field appears if the Reminder Date check box is selected on the Structure tab - Template Definition page (**Figure 18**). This date is used only for informational purposes. Enter a date or select a date from the calendar icon.
Owned By	This field appears if the Ownership check box is selected on the Structure tab - Template Definition page(**Figure 18**). Select data from the drop-down list. The valid values are `Employee` and `Manager`. These values are who is responsible for the completion of this item.
Mandatory	This field appears if the Mandatory check box is selected on the Structure tab - Template Definition page (**Figure 18**). Select this check box to prevent anyone from editing or deleting this item on the document.

Note: This section overrides the value in the Mandatory field on the job profile. If the user specifies that an item on the job profile is mandatory and does not select this check box, the item is mandatory on the document.

Critical	This field appears if the Critical check box is selected on the Structure tab - Template Definition page (**Figure 18**). Select this check box to have the word Critical appear in the detail area of the item on the document.

28. Click **Save**.

At this point, the following options are available:

Step	Action
Click **Notify**	To send a notification.
Click **Add**	To Add A New Value.
Click **Update/Display**	To update the display.
Click **Refresh**	To refresh the page.
Click **Correct History**	To correct a history record.
Click **Next In List**	To proceed to the next available tab.

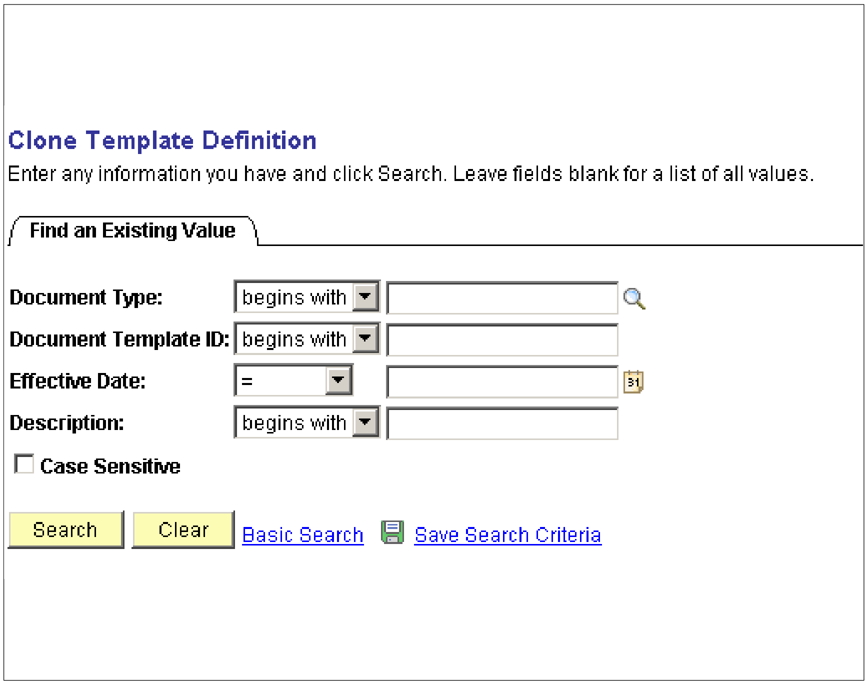
Step	Action
Click **Previous In List**	To go back to the previous tab. This option is not available if on the General tab - Template Definition page (**Figure 16**).
Click **Return To Search**	To search for another record.

Cloning Template Definitions

This option allows the cloning of a template.

To clone Template Definitions:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Document Structure*** menu item.
5. Select the ***Clone Template Definition*** component. The Find An Existing Value tab - Clone Template Definition page (**Figure 25**) is displayed.



Clone Template Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Document Type:
begins with
Document Template ID:
begins with
Effective Date:
=
Description:
begins with
☐ Case Sensitive
Search
Clear
Basic Search
Save Search Criteria

Figure 25. Find An Existing Value tab - Clone Template Definition page

6. Complete the fields as follows:

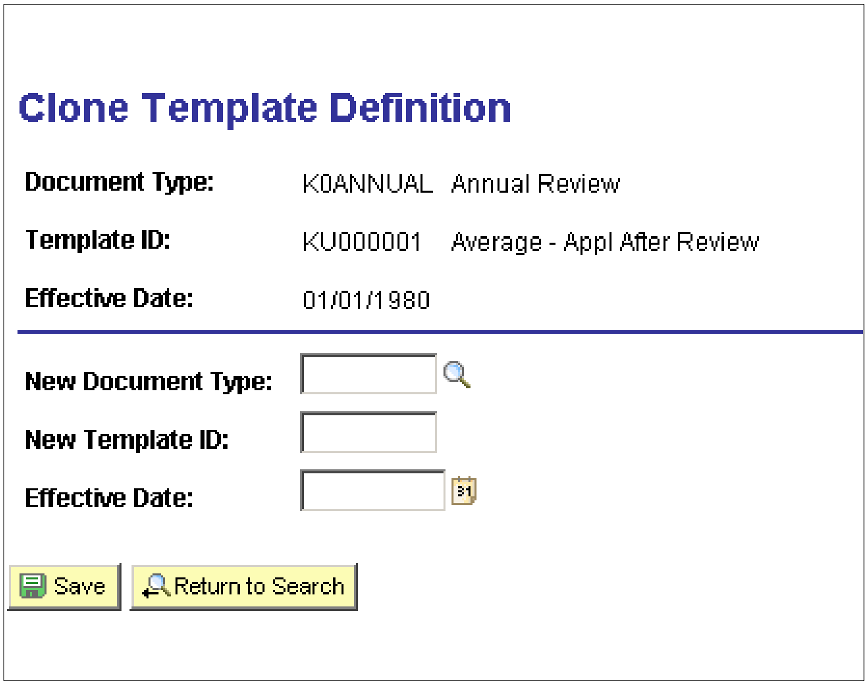
Document Type	Enter the document type that should be cloned or select data by clicking the search icon.

Document Template ID	Enter up to eight alphanumeric characters for the new template ID and document type combination that should be cloned.
Effective Date	Enter the effective data for the new template or select a date from the calendar icon.
Description	Enter the applicable description

7. Click **Search**. The Clone Template Definition page (**Figure 26**) is displayed.

   OR

   Click **Clear** to clear the information entered.



Clone Template Definition

Document Type: K0ANNUAL Annual Review

Template ID: KU000001 Average - Appl After Review

Effective Date: 01/01/1980

New Document Type:

New Template ID:

Effective Date:

Figure 26. Clone Template Definition page

Note: All fields may be entered to narrow the search.

8. Complete the fields as follows:

Document Type	This field is populated with the information entered on the search criteria page.
Template	This field is populated with the information entered on the search criteria page.
Effective Date	This field is populated with the information entered on the search criteria page.

New Document Type	Enter the new document type or select data by clicking the search icon.
New Template ID	Enter the document template ID that corresponds to the document type.
Effective Date	Enter the effective date for the template definition or select a date from the calendar icon.

9. Click **Save**. The ***Template Definition*** component opens the new template can be updated. For more information, refer to Defining General Template Information.

Setting Up Text For Advisor Tools

This section provides an overview of advisor tools and includes the following topics:

Understanding Advisor Tools
Defining Content For The Language Checker Tool
Defining Content For The Development Tips And Results Writer Tools
Linking Development Tips To Competencies And Sub-Competencies

Understanding Advisor Tools

There are common elements in the Advisor Tools. The following is a list of these comment elements and definitions:

Common Elements	Definition
Language Checker	Evaluators use the Language Checker tool during the evaluation process to identify words or phrases in a performance document that an organization deems objectionable and to view suggested alternatives. The system checks all Comments text boxes for inappropriate content. The user can manually define content for the Language Checker tool, or can import data from a third-party vendor. **Note:** To enable the Language Checker tool, select the Language Checker check box on the General Tab - Template Definition page (**Figure 16**).
Results Writer	Evaluators use the Results Writer tool to select predefined statements that describe an employee's level of proficiency in a particular competency or sub-competency. Managers can use this tool by clicking a Writing Tool link that appears in the comments box at the item or section level on the evaluation. For example: *Bob's initiative is very impressive. He does not wait to be told what to do. His energy sets an example for th rest of the team.* When the user defines competencies and sub-competencies, the user can use the Results Writer page of the Competency and Sub-Competency components to enter the statement from which managers can select when using the writing tools. This information can be imported from third-party suppliers.
Development Tips	Development tips suggest ways for employees to improve, develop, or use a competency or sub-competency based on their current rating level. ePerformance displays the appropriate set of tips when the Writing tools link is selected on the evaluation.

This section contains the following topics:

Template Setup For Results Writer And Development Tips Use

Search Collections For Results Writer And Development Tips

Template Setup For Results Writer And Development Tips Use

Text can be defined for these tools at either the competency or sub-competency level and then set up the document template to access this test. The template rules control the level of text, by competency or sub-competency, that the system searches to find text suggestions for a section or item. The user must set up the template rules to correspond to the level at which the text is defined. For example, if the user defines text or brings in text from a third party at the sub-competency level, then set the Results Writer and Development Tips template switches to `Sub-Competency` for the tool to locate text.

The combination of the level at which text is defined, the level at which the tool is enabled on the document template, and the ratings that are entered, determine the suggested results that appear when the user clicks the Writing Tools link on a evaluation.

This table displays the results for the possible combinations of link level, text level and ratings entered.

Writing Tools Link Appears At Level	Text Defined At Level	Ratings Entry Required	What Appears In Suggested Results
Item	Competency	The item rated. If using subitems (behaviors), the item rating was calculated.	Competency text for the item and rating.
Item	Sub-Competency	At least one subitem for the item is rated.	Sub-competency text for the item, subitem, and rating.
Section	Competency	At least one item in the section is rated. If the item has subitems, the item rating was calculated.	Competency text for the item and rating. The Results Writer tool returns one or more entries for every rated item in the Section. The Development tips tool returns one or more entries for every rated item in the section.
Section	Sub-Competency	Subitem. At least one subitem for an item in the section is rated.	Sub-competency text for the item, subitem, and rating The Results Writer tool returns one or more entries for every rated subitem in the section. The Development Tips tool returns one or more entries for every rated subitem in the section.

Search Collections For Results Writer And Development Tips

Anytime an addition or deletion to Results Writer or Developments Tips item is made, rebuild the search index to reflect the new state of the collection of items. The Writing Tools uses this search index to locate text when either the Results Writer or Development Tips tool is enabled for a section or item.

Defining Content For The Language Checker Tool

To define content for the Language Checker tool, use the Language Checker Suggestions (EP_CHK_SUG_TBL) and Language Checker Work (EP_CHK_WRD_TBL) components.

This section contains the following topics:

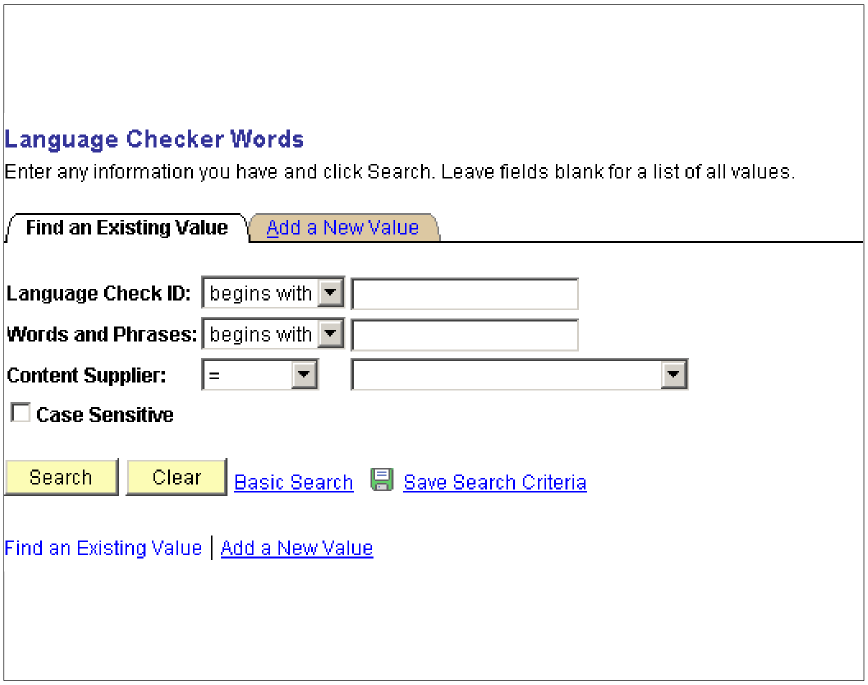
Defining Objectionable Words And Phrases
Defining Suggested Wording

Defining Objectionable Words And Phrases

This option defines the objectionable words and phrases, and links them to suggested wordings.

To access the Language Checker Word page:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Advisor Tools*** menu item.
5. Select the ***Language Checker Words*** component. The Find An Existing Value tab - Language Checker Words page (**Figure 27**) is displayed.



Language Checker Words

Enter any information you have and click Search. Leave fields blank for a list of all values.

Language Check ID: begins with
Words and Phrases: begins with
Content Supplier: =
☐ Case Sensitive

Figure 27. Find An Existing Value - Language Checker Words page

Note: All fields may be entered to narrow the search.

6. Complete the fields as follow:

Language Check ID	Enter the applicable information.
Words And Phrases	Enter the applicable information.
Content Supplier	Enter the applicable information or select data from the drop-down list. The valid values are `Customer Defined`, `DDI`, `Lominger`, and `PDI`.

7. Click **Search**. The Language Checker Word page (**Figure 29**) is displayed.

   OR

   Click **Cancel** to clear the information enter on the page.

   OR

   Select ***Add A New Value*** tab. The Add A New Value - Language Checker Words page (**Figure 28**) is displayed.

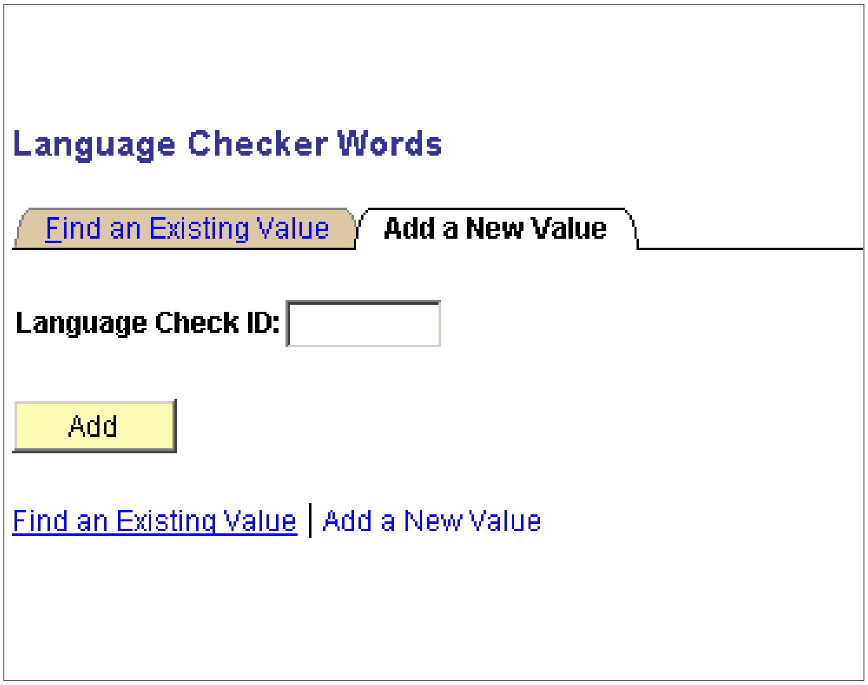
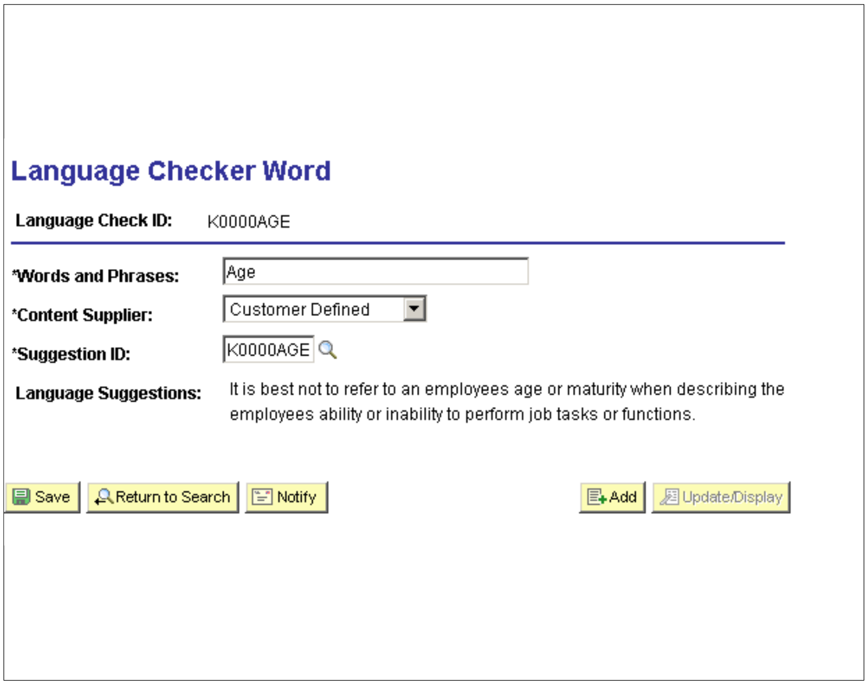

Language Checker Words
Find an Existing Value
Add a New Value
Language Check ID:
Add
Find an Existing Value | Add a New Value

Figure 28. Add A New Value - Language Checker Words page

8. Complete the field as follows:

Language Check ID	Enter a new language check ID.

9. Click **Add**. The Language Checker Word page (**Figure 29**) is displayed.



Language Checker Word

Language Check ID: K0000AGE

*Words and Phrases: Age

*Content Supplier: Customer Defined

*Suggestion ID: K0000AGE

Language Suggestions: It is best not to refer to an employees age or maturity when describing the employees ability or inability to perform job tasks or functions.

Figure 29. Language Checker Word page

Language Check ID	This field is populated from the search/add criteria is entered.
***Words And Phrases**	Enter the word or phrase that is deemed inappropriate in a performance document. Case is not important - the Language Checker tool is not case-sensitive. When invoked, the Language Checker tools follows these search rules: ▪ If entering a single work here, the Language Checker Tool searches for whole words that match. ▪ If entering multiple words, the Language Checker Tool looks for phrases with an exact match.
***Content Supplier**	This field defaults to `Customer Defined`. To change, select data from the drop-down list. The valid values are `Customer Defined`, `DDI`, `Lominger`, and `PDI`.
***Suggestion ID**	Enter the ID for the suggested words or phrases that managers can use instead of the words or phrases entered on this page. Define language suggestions and ID on the Language Checker Suggestions page (**Figure 32**).
Lanaguage Suggestions	This field displays language suggestions that are associated with the suggestion ID.

10. Click **Save**.

At this point, the following options are available:

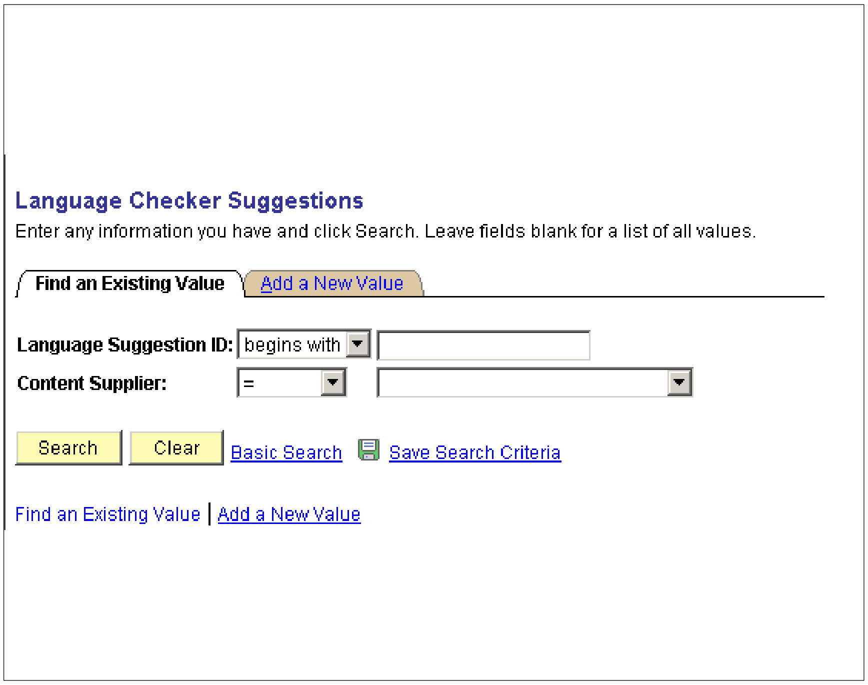
Step	Action
Click **Notify**	To send a notification.
Click **Add**	To Add A New Value.
Click **Update/Display**	To update the display.
Click **Return To Search**	To return to the Find An Existing Value tab.

Defining Suggested Wording

This section defines suggested wordings.

To access the Language Checker Suggestion page:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Advisor Tools*** menu item.
5. Select the ***Language Checker Suggestions*** component. The Find An Existing Value tab - Language Checker Suggestions page (**Figure 30**) is displayed.



Language Checker Suggestions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Language Suggestion ID: begins with

Content Supplier: =

Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 30. Find An Existing Value - Language Checker Suggestions page

Note: All fields may be entered to narrow the search.

6. Complete the fields as follow:

Language Suggestion ID	Enter the applicable information.
Content Supplier	Enter the applicable information or select data from the drop-down list. The valid values are `Customer Defined`, `DDI`, `Lominger`, and `PDI`.

7. Click **Search**. The Language Checker Suggestion page (**Figure 32**) is displayed.

OR

Click **Cancel** to clear the information enter on the page.

OR

Select ***Add A New Value*** tab. The Add A New Value - Language Checker Suggestions page (**Figure 31**) is displayed.

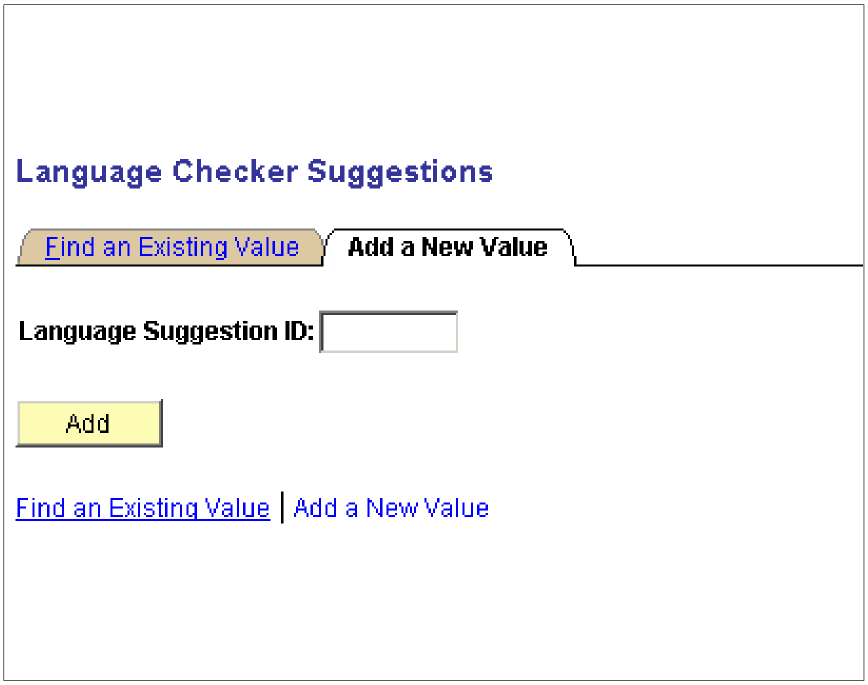
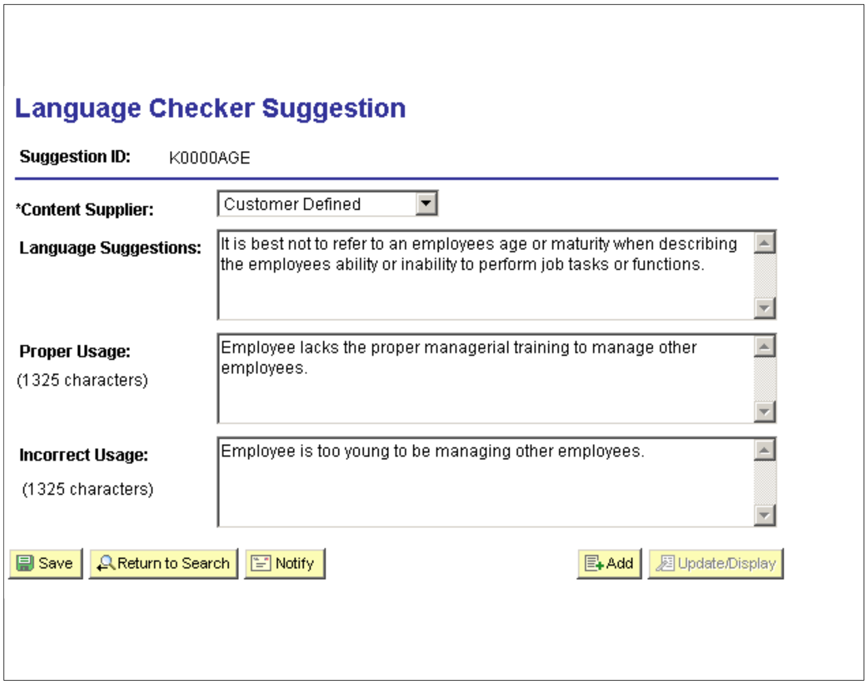

Language Checker Suggestions
Find an Existing Value
Add a New Value
Language Suggestion ID:
Add
Find an Existing Value | Add a New Value

Figure 31. Add A New Value -Language Checker Suggestions page

8. Complete the field as follows:

Language Suggestion ID	Enter a new language suggestion ID.

9. Click **Add**. The Language Checker Suggestion page (**Figure 32**) is displayed.



Language Checker Suggestion

Suggestion ID: K0000AGE

*Content Supplier: Customer Defined

Language Suggestions: It is best not to refer to an employees age or maturity when describing the employees ability or inability to perform job tasks or functions.

Proper Usage: (1325 characters) Employee lacks the proper managerial training to manage other employees.

Incorrect Usage: (1325 characters) Employee is too young to be managing other employees.

Figure 32. Language Checker Suggestion page

10. Complete the fields as follows:

Suggestion ID	This field is populated from the search/add criteria entered.
***Content Supplier**	This field defaults to `Customer Defined`. To change, select data from the drop-down list. The valid values are `Customer Defined`, `DDI`, `Lominger`, and `PDI`.
Lanaguage Suggestions	Enter the language for words and phrases or list the reasons why the manager should not use certain words and phrases.
Proper Usage	Enter examples of the proper usage of words or phrases.
Incorrect Usage	Enter examples of the incorrect usage of words or phrases.

11. Click **Save**.

At this point, the following options are available:

Step	Action
Click **Notify**	To send a notification.
Click **Add**	To Add A New Value.

Step	Action
Click **Update/Display**	To update the display.
Click **Return To Search**	To search for another record.

Defining Content For The Development Tips And Results Writer Tools

To define content for the Development Tips and Results Writer Tools, use the Define Development Tips (EP_DEV_TIP_TBL_EP) and the Results Writer (EP_COMP_WRT_TBL) components.

Text entries for the Results Writer and Development Tips tools are related to competencies and their proficiency level, and Sub-competencies and their proficiency level. The user must set up this information before defining text for these tools.

- Rating models.
- Competencies and sub-competencies.
- Competency and sub-competency proficiency levels.

If multiple business unites and setIDs are implemented in *EmpowHR*, the information used and created determines how the business unit and setID functionality is set up for the user ID.

This section lists prerequisites and discusses the following topics:

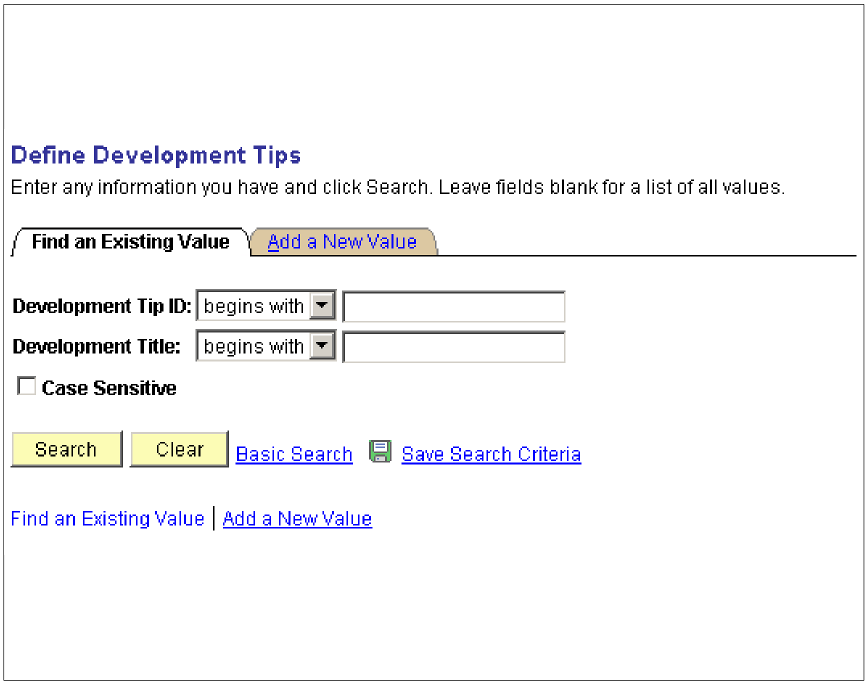
Defining Development Tips
Defining Results Writer Text For Competencies

Defining Development Tips

This section defines development tips, allows the display and modification of development tips imported from third party suppliers.

To complete the Defining Development Tip page:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Advisor Tools*** menu item.
5. Select the ***DefinE Development Tips*** component. The Find An Existing Value tab - Define Development Tips page (**Figure 33**) is displayed.



Define Development Tips

Enter any information you have and click Search. Leave fields blank for a list of all values.

Development Tip ID: begins with

Development Title: begins with

☐ Case Sensitive

Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 33. Find An Existing Value - Define Development Tips page

Note: All fields may be entered to narrow the search.

6. Complete the fields as follow:

Development Tip ID	Enter the applicable information.
Development Title	Enter the applicable information.

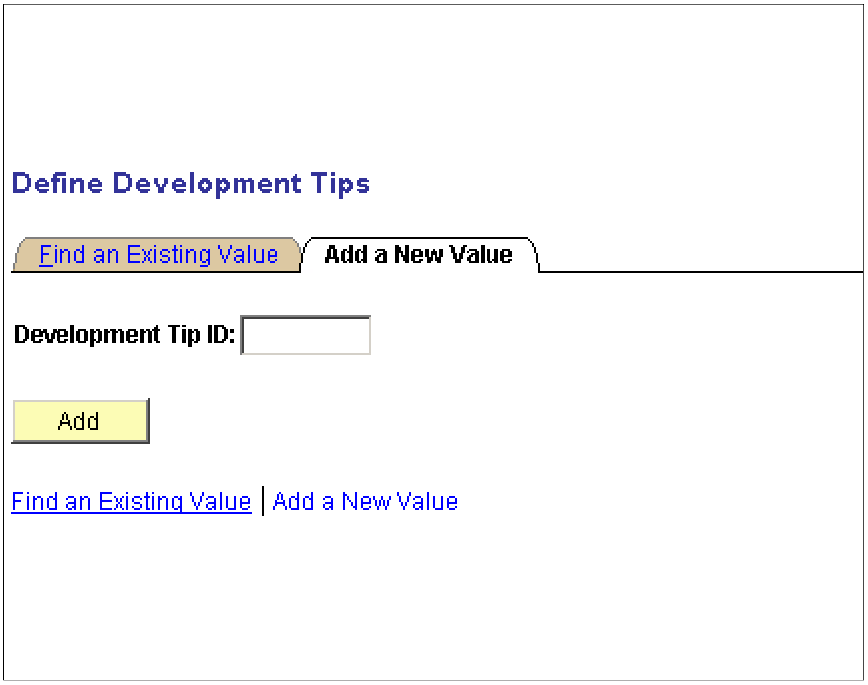
7. Click **Search**. The Development Tip page (**Figure 35**) is displayed.

OR

Click **Cancel** to clear the information enter on the page.

OR

Select ***Add A New Value*** tab. The Add A New Value - Define Development Tips page (**Figure 34**) is displayed.


Define Development Tips

Development Tip ID:

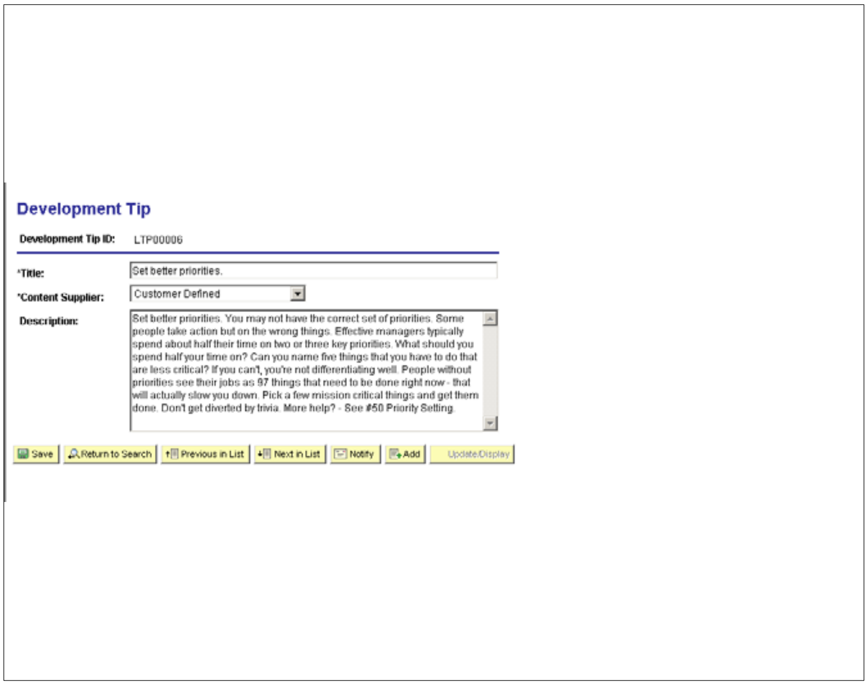
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Figure 34. Add A New Value - Define Development Tips page

8. Complete the field as follows:

Development Tip ID	Enter a new development tip ID.

9. Click **Add**. The Development Tip page (**Figure 35**) is displayed.


Development Tip

Development Tip ID: LTP00006

*Title: Set better priorities.

*Content Supplier: Customer Defined

Description: Set better priorities. You may not have the correct set of priorities. Some people take action but on the wrong things. Effective managers typically spend about half their time on two or three key priorities. What should you spend half your time on? Can you name five things that you have to do that are less critical? If you can't, you're not differentiating well. People without priorities see their jobs as 97 things that need to be done right now - that will actually slow you down. Pick a few mission critical things and get them done. Don't get diverted by trivia. More help? - See #50 Priority Setting.

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Figure 35. Development Tip page

10. Complete the fields as follows:

Development Tip ID	This field is populated with the search/add criteria entered.
***Title**	Enter the title of the development tip.
***Content Supplier**	Select the content supplier from the for the development tip. Select `Customer Defined` to enter development tips. To change, select data from the drop-down list.
Description	Enter the narrative description for the title.

11. Click **Save**.

At this point, the following options are available.

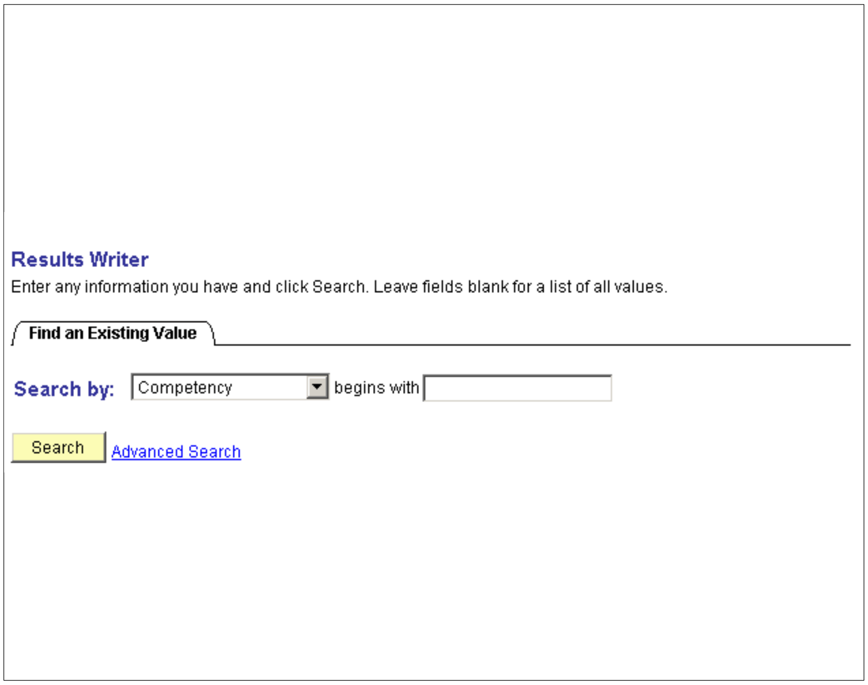
Step	Action
Click **Notify**	To send a notification.
Click **Add**	To Add A New Value.
Click **Update/Display**	To update the display.
Click **Next In List**	To proceed to the next available tab.
Click **Previous In List**	To go back to the previous tab.
Click **Return To Search**	To search for another record.

Defining Results Writer Text For Competencies

This section defines Results Writer statements for each level of proficiency associated with a competency.

To access the Results Writer page.

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Advisor Tools*** menu item.
5. Select the ***Results Writer*** component. The Find An Existing Value tab - Results Writer page (**Figure 36**) is displayed.



Results Writer

Enter any information you have and click Search. Leave fields blank for a list of all values.

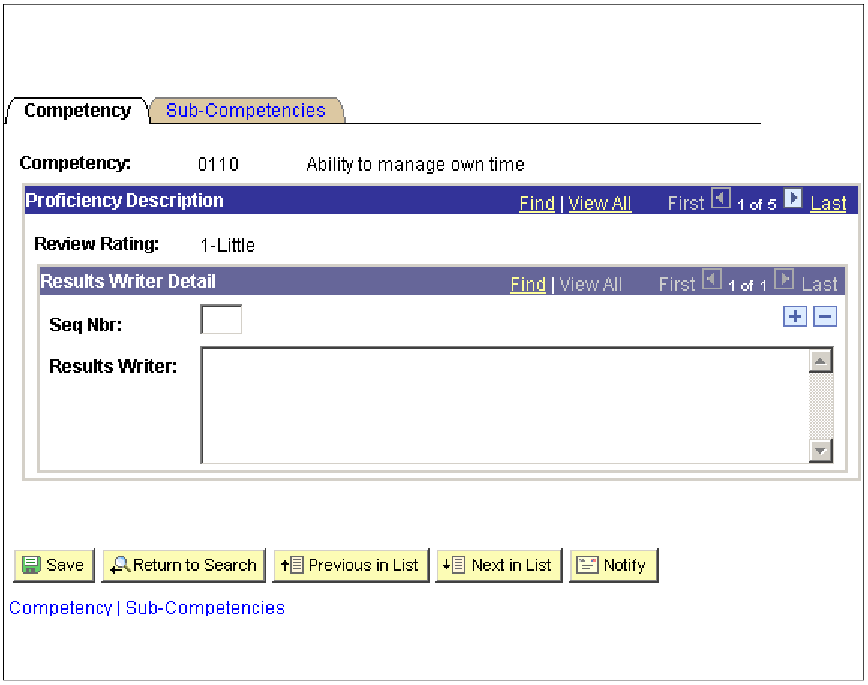
Find an Existing Value
Search by:
Competency
begins with
Search
Advanced Search

Figure 36. Find An Existing Value - Results Writer page

6. Complete the fields as follow:

Search By:	Select date from the drop-down list. The valid values are `Competency`, `Competency Category`, `Description`, and `Short Description`.
Begins With	Enter the criteria that corresponds with the value selected in the Search By field.

7. Click **Search**. The Competency tab - Results Writer page (**Figure 37**) is displayed.


Competency
Sub-Competencies
Proficiency Description
Find | View All
First 1 of 5 Last
Results Writer Detail
Find | View All
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Competency | Sub-Competencies

Competency: 0110 Ability to manage own time

Review Rating: 1-Little

Seq Nbr:

Results Writer:

Figure 37. Competency tab - Results Writer page

8. Complete the fields as follows:

Competency	This field is populated from the search criteria entered.
Review Rating	Review ratings describe an employee’s level of proficiency for a competency. For each review rating that is associated with the competency, define the suggested text that managers can use when they invoke the Results Writer tool. Create one or more text entries for each rating.
Seq Nbr (Sequence Number)	Enter a number that determines the order in which managers see the statements when they use the Results Writer tool for this competency.

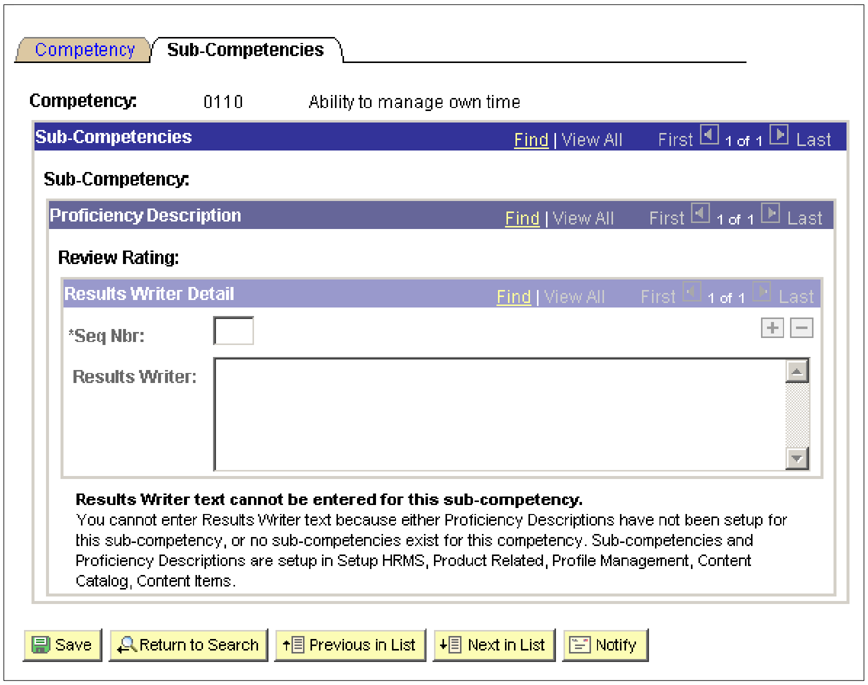
Results Writer	Enter one or more sentences to describe the selected proficiency level. Insert the following characters to personalize the text based on the employee’s name and gender. ▪ %1 = Employee’s First Name ▪ %2 = He or She ▪ %3 = His or Her ▪ %4 = Him or Her ▪ %5 = Himself or Herself

9. Select the ***Sub-Competency*** tab - Results Writer page. The Sub-Competency tab - Results Writer page (**Figure 38**) is displayed.

This tab defines Results Writer statements for each level of proficiency associated with a sub-competency.

Note: The Results Writer – Sub-Competencies page is similar in appearance and use to the Results Writer - Competency page and is not documented separately.

Note: When accessing the Sub-Competencies page, the first sub-competencies that is associated with the competency appears. Page forward or use the View All Like to access other Sub-Competencies.

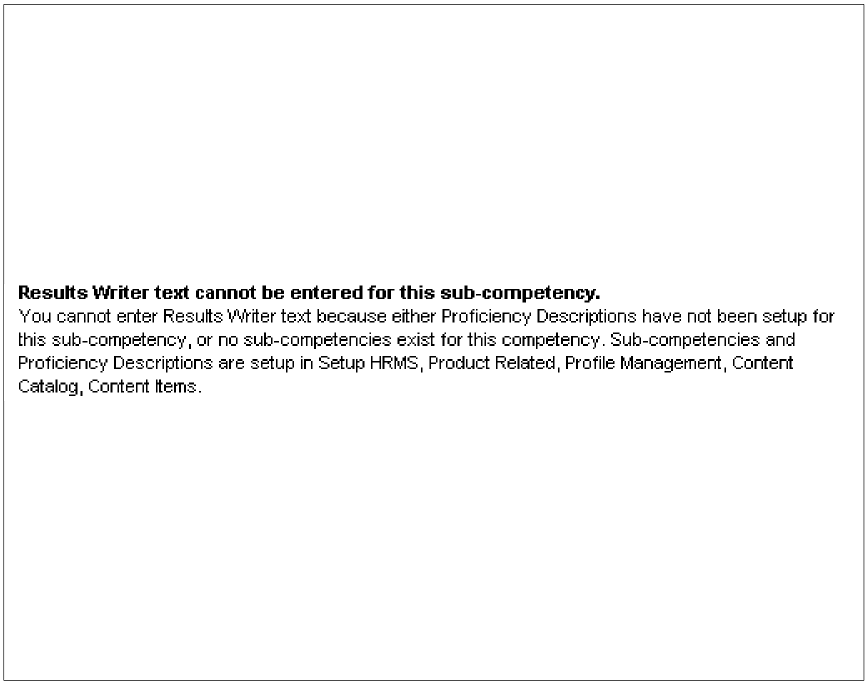

Competency
Sub-Competencies
Sub-Competencies
Find | View All
First 1 of 1 Last
Sub-Competency:
Proficiency Description
Find | View All
First 1 of 1 Last
Review Rating:
Results Writer Detail
Find | View All
First 1 of 1 Last
*Seq Nbr:
Results Writer:
Save
Return to Search
Previous in List
Next in List
Notify

Competency: 0110 Ability to manage own time

Results Writer text cannot be entered for this sub-competency.
You cannot enter Results Writer text because either Proficiency Descriptions have not been setup for this sub-competency, or no sub-competencies exist for this competency. Sub-competencies and Proficiency Descriptions are setup in Setup HRMS, Product Related, Profile Management, Content Catalog, Content Items.

Figure 38. Sub-Competency tab - Results Writer page

Note: If this page is grayed out then the Sub-Competency page message (**Figure 39**) will display on the page.



Results Writer text cannot be entered for this sub-competency.

You cannot enter Results Writer text because either Proficiency Descriptions have not been setup for this sub-competency, or no sub-competencies exist for this competency. Sub-competencies and Proficiency Descriptions are setup in Setup HRMS, Product Related, Profile Management, Content Catalog, Content Items.

Figure 39. Sub-Competency page message

10. Click **Save**.

At this point, the following options are available:

Step	Action
Click **Notify**	To send a notification.
Click **Add**	To add a new value.
Click **Next In List**	To go to the next in the list.
Click **Previous In List**	To go back to the previous tab.
Click **Return To Search**	To search for another record.

Linking Development Tips To Competencies And Sub-Competencies

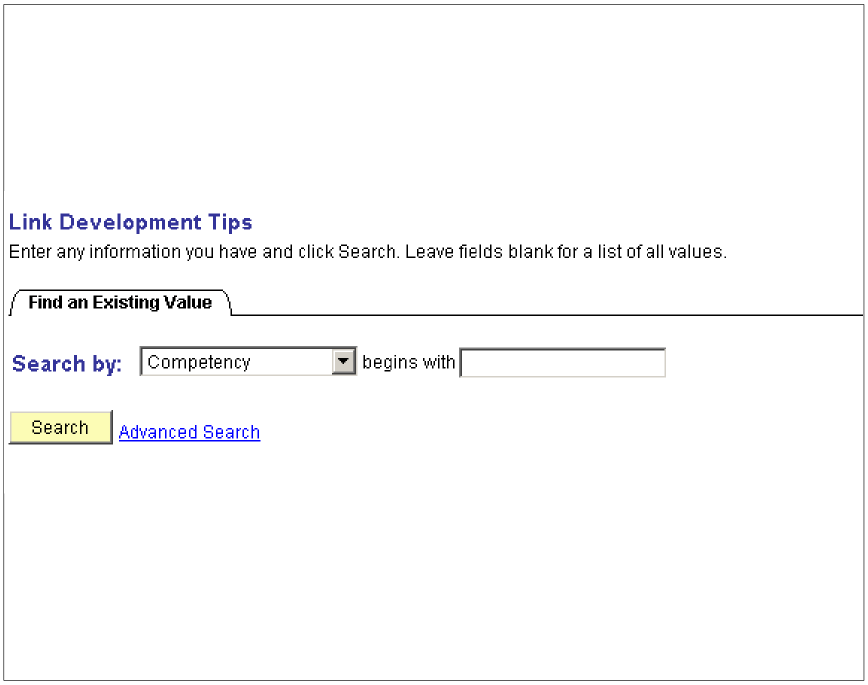
To link development tips to competencies and sub-competencies, use the Link Development Tips (EP_COMP_DEV_TBL) component.

This section discusses how to link development tips to competencies and sub-competencies.

To access the Linking Development Tips pages:

1. Select the ***Set Up HRMS*** menu.
2. Select the ***Product Related*** menu group.
3. Select the ***ePerformance*** menu item.
4. Select the ***Advisor Tools*** menu item.

5. Select the ***Link Development Tips*** component. The Find An Existing Value tab - Link Development Tips page (**Figure 40**) is displayed.



Link Development Tips

Enter any information you have and click Search. Leave fields blank for a list of all values.

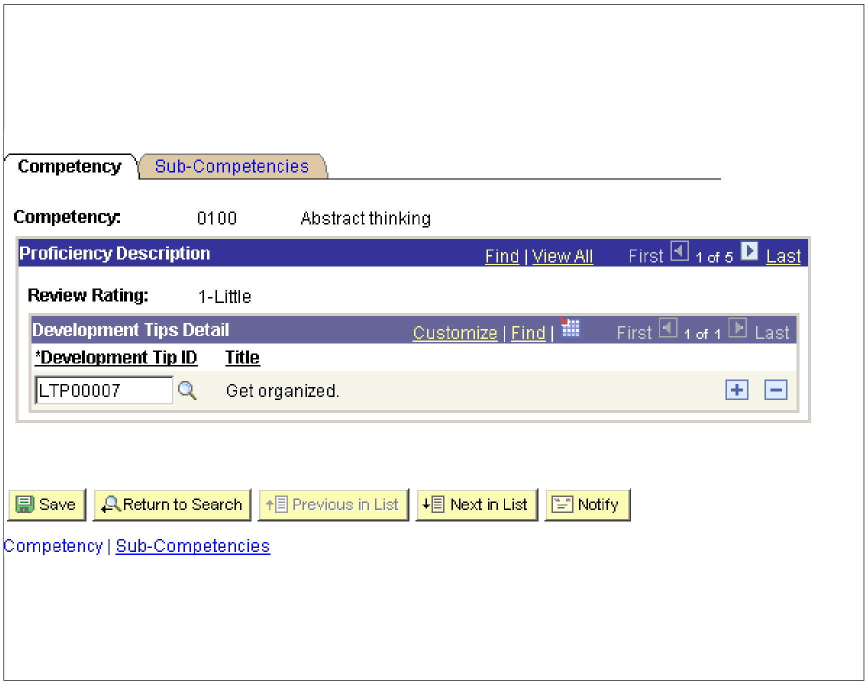
Figure 40. Find An Existing Value - Link Development Tips page

6. Complete the fields as follow:

Search By:	Select date from the drop-down list. The valid values are `Competency`, `Competency Category`, `Description`, and `Short Description`.
Begins With	Enter the criteria that corresponds with the value selected in the Search By field.

7. Click **Search**. The Competency tab - Link Development Tips page (**Figure 41**) is displayed.

This option links one or more development tips to a competency.


Competency
Sub-Competencies
Proficiency Description
Find | View All
First 1 of 5 Last
Development Tips Detail
Customize | Find |
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Competency | Sub-Competencies

Competency: 0100 Abstract thinking

Review Rating: 1-Little

*Development Tip ID	Title
LTP00007	Get organized.

Figure 41. Competency tab - Link Development Tips page

8. Complete the fields as follows:

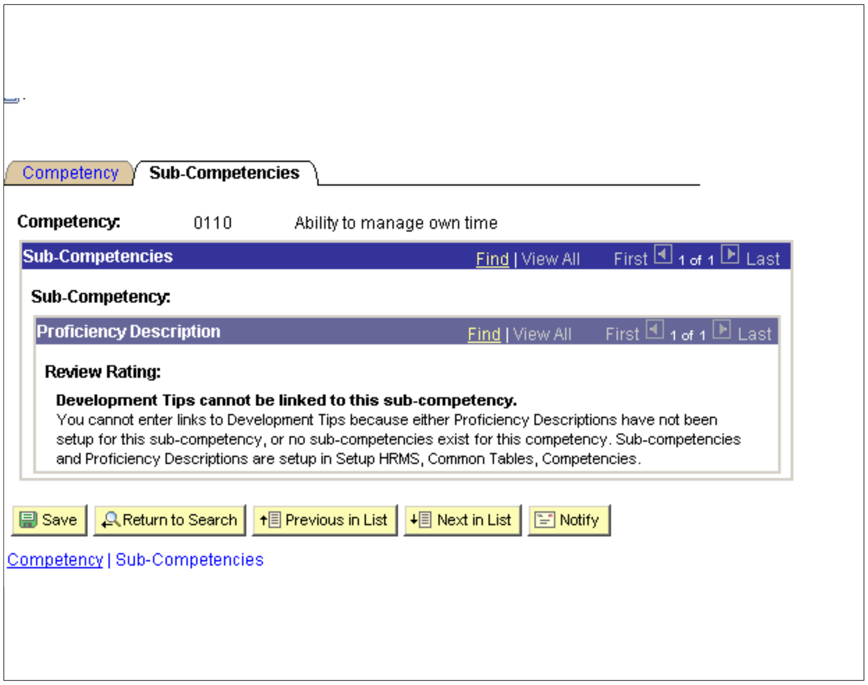
Competency	This field is populated with the search criteria entered.
Review Rating	This fields is populated from the Results Writer component. Review ratings describe an employee’s level of proficiency for a competency. For each review rating that is associated with the competency, define the suggested text that managers can use when they invoke the Development Tips tool.
Development Tip ID	Select a development tip by clicking the search icon that was created using the Development tips page. The development tips links to the competency that is selected to access this page.
Title	The title is populated with the development tip ID selected.

9. Select the ***Sub-Competency*** tab - Link Development Tips page. The Sub-Competency tab - Link Development Tips page (**Figure 42**) is displayed.

This tab links one or more development tips to a sub-competency.

Note: The Link Development Tips - Sub-Competencies page (**Figure 42**) act in a similar fashion to the Competency tab - Link Development Tips page (**Figure 41**) and is not documented separately.

Note: When accessing the Sub-Competencies page, the first sub-competencies that is associated with the competency appears. Page forward or used the View All Like to access other Sub-Competencies.


Competency
Sub-Competencies
Sub-Competencies
Find | View All
First 1 of 1 Last
Proficiency Description
Find | View All
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Competency | Sub-Competencies

Competency: 0110 Ability to manage own time

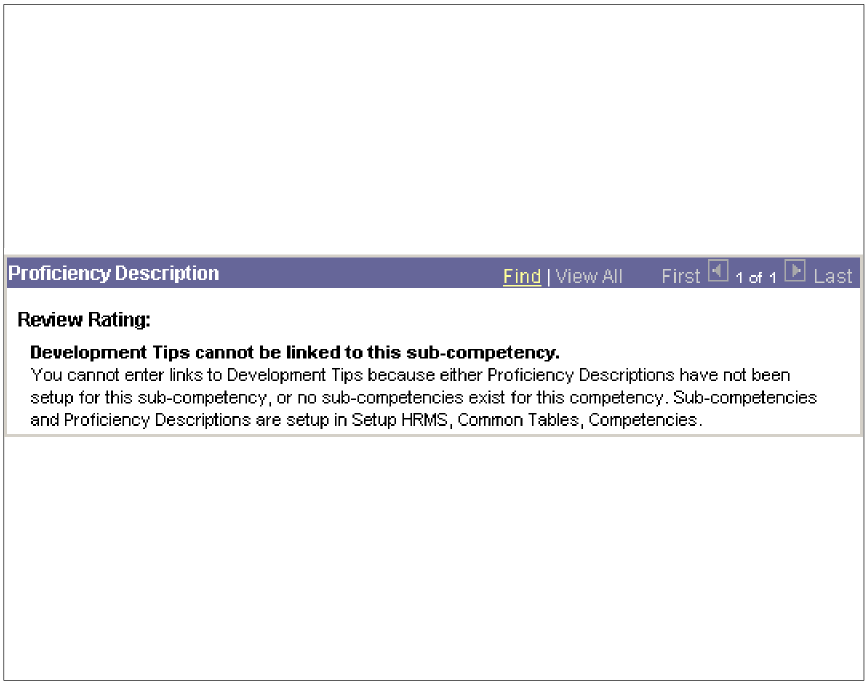
Sub-Competency:

Review Rating:

Development Tips cannot be linked to this sub-competency.
You cannot enter links to Development Tips because either Proficiency Descriptions have not been setup for this sub-competency, or no sub-competencies exist for this competency. Sub-competencies and Proficiency Descriptions are setup in Setup HRMS, Common Tables, Competencies.

Figure 42. Sub-Competency tab -Link Development Tips page

Note: If this page is grayed out then the Sub-Competency page message (**Figure 43**) will display on the page.


Proficiency Description
Find | View All
First 1 of 1 Last

Review Rating:

Development Tips cannot be linked to this sub-competency.
You cannot enter links to Development Tips because either Proficiency Descriptions have not been setup for this sub-competency, or no sub-competencies exist for this competency. Sub-competencies and Proficiency Descriptions are setup in Setup HRMS, Common Tables, Competencies.

Figure 43. Sub-Competency page message

10. Click **Save**.

At this point, the following options are available:

Step	Action
Click **Notify**	To send a notification.
Click **Add**	To add a new value.
Click **Next In List**	To go to the next in the list.
Click **Previous In List**	To go back to the previous tab.
Click **Return To Search**	To search for another record.

Generating Documents

Document generation initiates the evaluation process. The process for generating a document varies depending on the role that is generating the document, and culminates in the creation of a criteria document for each participant identified in the Section Roles group box on the Structure tab - Template Definition page (**Figure 18**).

The roles and for each individual are as follows:

- Manager/Reviewer – Initiates and modifies performance documents for employees, reviews employee comments, and adds comments on performance documents.
- Employee – Views and provides comments on their performance documents.
- HR Personnel – Views the performance plans and has the ability to edit and run reports for missing or late plans.

The Performance module has 4 main elements:

- Manager Self Service
- Employee Self Service
- Manage Performance
- Workflow

The following diagram is an example of the document generation process:

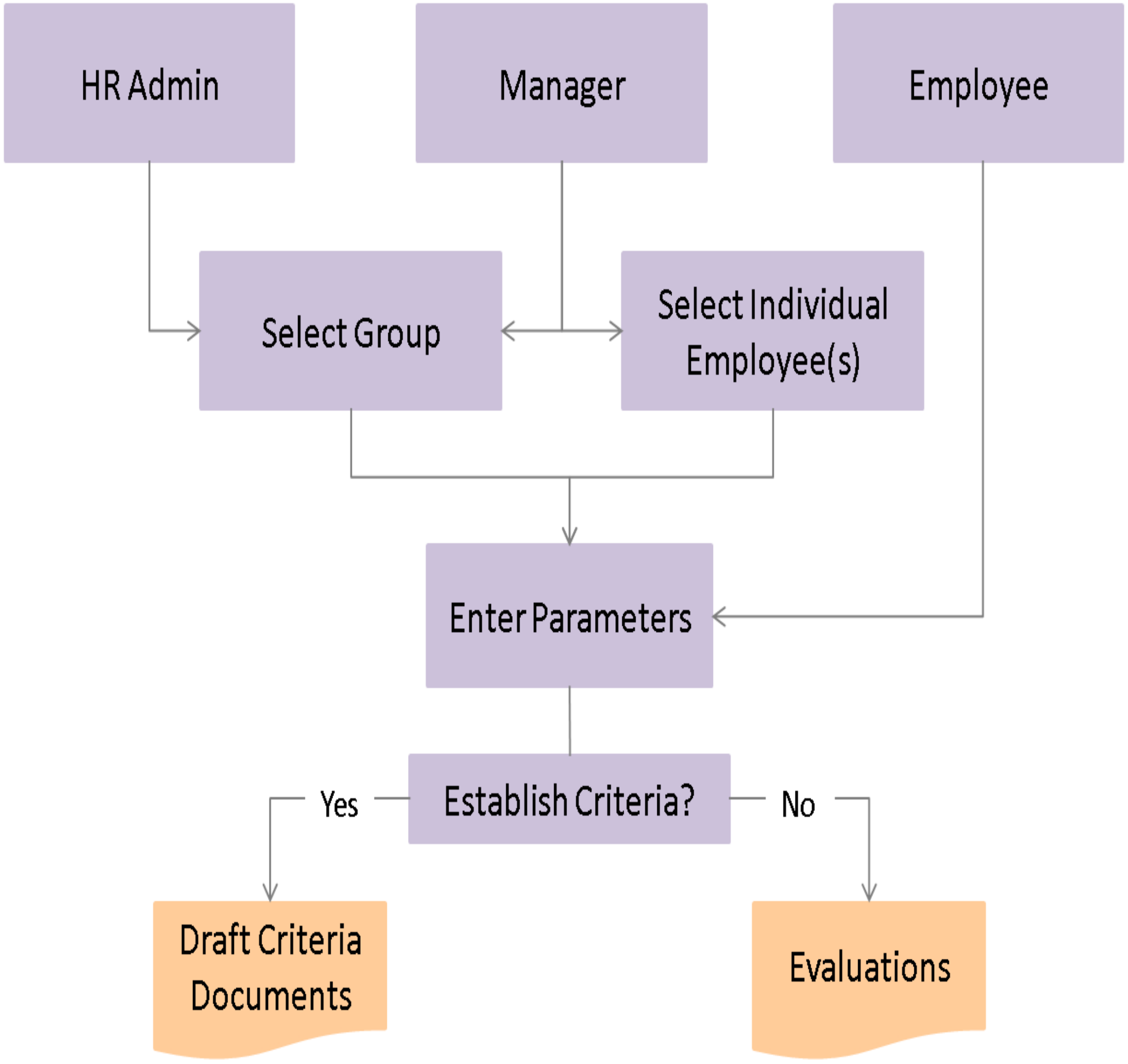

HR Admin
Manager
Employee
Select Group
Select Individual Employee(s)
Enter Parameters
Establish Criteria?
Yes
No
Draft Criteria Documents
Evaluations

Figure 44. Example - Document Generation Process

Each of the these roles can generate documents in different ways:

- HR Administrators schedule a backgroup process and select one or more employee groups.
- Managers can select one employee group that reports to them, select one or more employees from the group, or just select one or more employees that reports to them.
- Employees can only generate documents for themselves.

After the individuals are identified, the process initiator must select the parameters for the document. These include the Document Type, Document Template, and Evaluation Period that is covered. The language code might be required, depending on the installation settings.

For employee-initiated documents, if the employee has more than one job, the job title is required. The employee might also need to select a manager/mentor for the evaluation, if specified for the document type.

Once the parameters have been entered, the system checks the rules associated with the document type and document template.

- Can the employee select their manager?
- Can the document be created by cloning another document?
- Is the document template to be entered by the user or determined by the system?
- Is Establish Criteria enabled?
- Is Nominate Participants enabled?

Based on the rules established by the document type and document template, the system creates an internal baseline document that populates the Document Details - Current Performance Document page (**Figure 60**) with the appropriate steps associated with the evaluation process.

This chapter provides an overview of document generation and contains the following topics:

Document Generation
HR Performance Management
MSS Performance Management
ESS Performance Management

Document Generation

This section discusses and contains the following topics:

Cloning Documents
Document Content
Initializing From Profiles

Cloning Documents

To facilitate document creation, ePerformance enables managers and employees to clone an existing document. This can be helpful when documents are extensively modified or the same changes apply to multiple employees.

To activate the cloning feature, select the Manager, Employee, or both check boxes on the Document Type page. This causes the Clone from Document field to display on the Create Performance Document and Create Development Document pages.

When managers clone a document, select one of their direct reports’ document to use as the source. When employees clone a document, select one of their own document to use as the source. The system uses the structure of the document, not the rating information, as the basis for the new document.

Document Content

The criteria or content items included in a document are determined by the associated template. New items and free-form items can be added to the Criteria document, if the Add check box is selected for the user role in the Item tab on the Structure page - Template Definition page (**Figure 18**). Free-form items also require the selection of the Free-Form Allowed check box.

Initializing From Profiles

When the Generate Documents and Initialize from the Profile is selected on the Structure tab - Template Definition page (**Figure 18**), the system checks to see if there are items to add to the document based on the nonperson profiles associated with the employees job information.

If initialized from Profile is selected, the system:

1. Identifies the profile type entered in the Profile Type in the Profile Management group box on the Structure tab - Template Definition page (**Figure 18**).
2. Identifies all Profile IDs associated with the profile type.
3. Identifies all the profile identity options and keys associated with the Profile IDs.
4. Orders those profile-identify options according to the sequence defined on the Profile Identity Options - Configuration page (**Figure 24**).
5. Identify the employee job information record.
6. Looks at the first profile identity option in the sequenced list and see if there is a data for that item in the employee's job information record that matches the key.
    - If there is a match, add the associated content items from the profile ID to the document.
    - If there is no match, check nest profile identity option in the sequenced list.
    - If it is the end of sequenced list, stop.

1. Define Templates.
2. Identify the template source on the Document Type page.
3. Define group IDs'.

   To generate documents for a group or employees, HR administrators or managers must specify the ID of the group that pertains to the employees they want to process.
4. Set up notifications on the General tab - Template Definition page (**Figure 16**).

HR Performance Management

This section discusses how to :

Generate Documents As An HR Administrator

View Document Creation Results As An HR Administrator

Generate Documents As An HR Administrator

HR administrators schedule a background process and selects one or more employee groups for which to generate documents. The HR Administrator role accesses this menu.

To create a Document: AS An HR Administrator:

1. Select the ***Workforce Development*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item.
4. Select the ***Create Documents*** component. The Find An Existing Value - Create Documents page (**Figure 45**) is displayed.

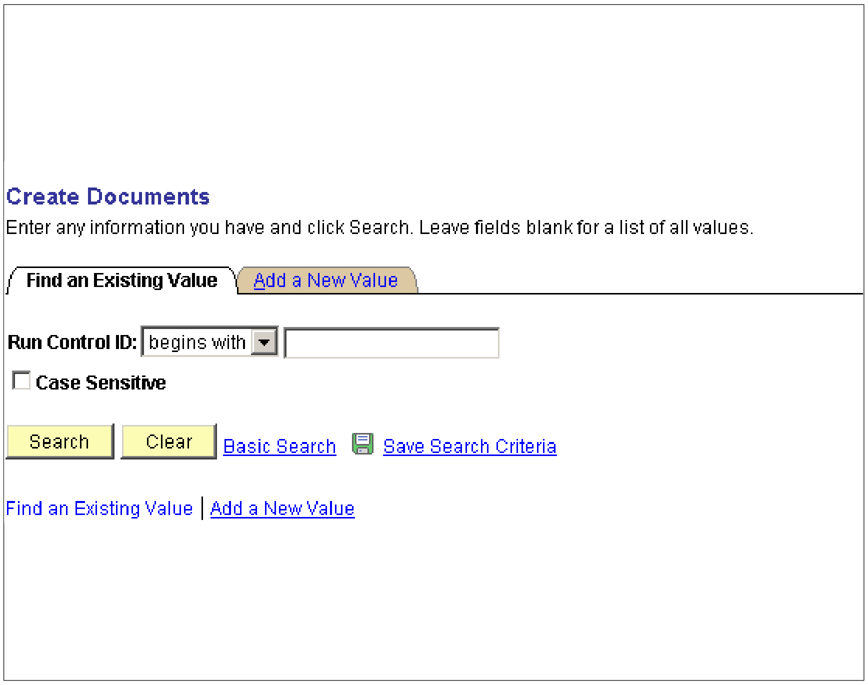

Create Documents
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Add a New Value
Run Control ID:
begins with
☐ Case Sensitive
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 45. Find An Existing Value tab - Create Documents page

5. Complete the field as follows:

Run Control ID	Enter the existing run control ID.

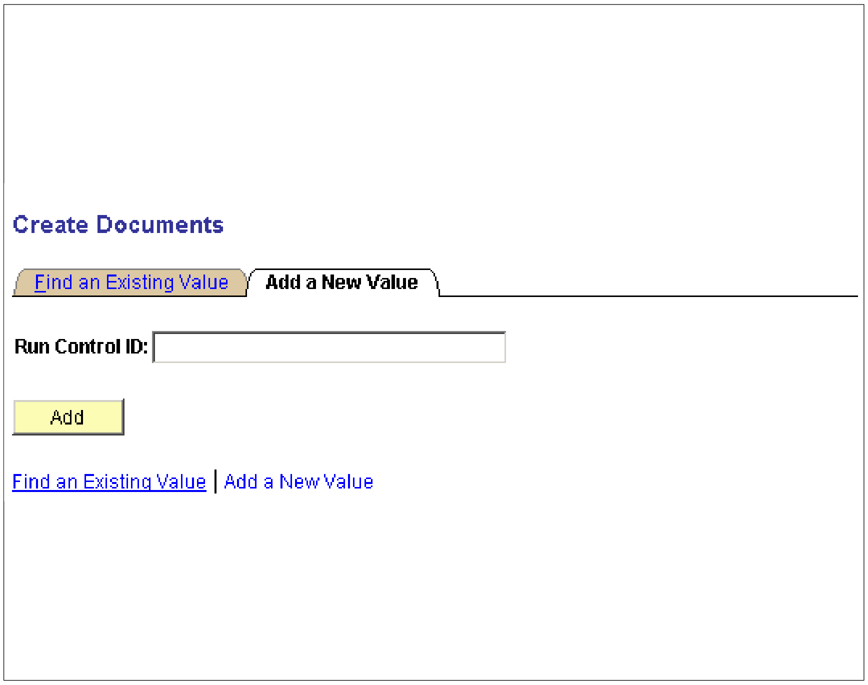
6. Click **Search**. The Create Documents tab page (**Figure 47**) is displayed.

OR

Click **Cancel** and search for another value.

OR

7. Click ***Add A New Value***. The Add A New Value tab - Create Documents page (**Figure 46**) is displayed.


Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Create Documents

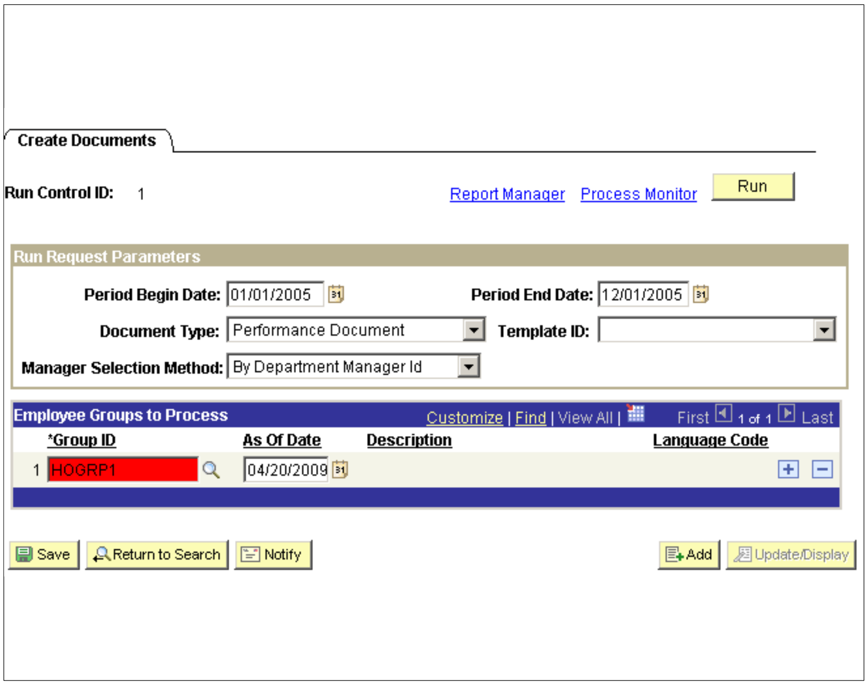
Run Control ID:

Figure 46. Add A New Value tab - Create Documents page

8. Complete the field as follows:

Run Control ID	Enter a new run control ID.

9. Click **Add**. The Create Documents tab page (**Figure 47**) is displayed.


Create Documents
Report Manager
Process Monitor
Run
Customize | Find | View All |
First 1 of 1 Last
Save
Return to Search
Notify
Add
Update/Display

Run Control ID: 1

Run Request Parameters

Period Begin Date: 01/01/2005
Period End Date: 12/01/2005
Document Type: Performance Document
Template ID:
Manager Selection Method: By Department Manager Id

Employee Groups to Process

	*Group ID	As Of Date	Description	Language Code
1	HOGRP1	04/20/2009		

Figure 47. Create Documents tab page

10. Complete the fields as follow:

Run Control ID	This field is populated with criteria entered on the search/add page.
Period Begin Date	Enter the beginning date of the period of time that the document covers or select a date from the calendar icon.
Period End Date	Enter the ending data of the period of time that the document covers or select a date from the calendar icon.
Document Type	Enter a document type or select data from the drop-down list. The valid values are:

Document Type Valid Values
Annual Review
Job Promotion Review
LCPP
LOC 2477 Performance Appraisal
LOC Performance Plan Template
Performance Document
Performance Improvement Plan
Performance Plan 1
Performance Review
Performance/Salary Evaluation
Progress Reviews
Project Review
Salary Planning
USDA Performance
Update Profile Management
ePerformance 1
ePerformance Testing
Performance Test 2

Template ID	Select the template ID to generate the documents. This field is available if the template source on the Document Types page is User Defined for this document type.

Manager Selection Method	Specify a method for select manager IDs. When the mass document creation process is launched, the system determines the manager of each employee it processes using data defined in Human Resources. The system needs this information to route email messages to managers informing them that review forms are available, and to associate a manager ID with each document, so that the manager can act as the author of the manager document and the owner of the evaluation process. Select data from the drop-down list. The valid values are:

Manager Selection Method Valid Values	Definition
By Department Manager	The system retrieves a manager based on the department of the employee, using the Manager ID field on the Department Profile page.
By Group ID	The system retrieves the manager from the Manager ID field on the Group Profile page.
By Reports To Position	The system retrieves the manager of the employee's position that is specified in the Position Data component.
By Supervisor ID	The system retrieves the manager based on the Supervisor ID field on the Job Information tab - Job Data page.
By Part Posn Mgmt Dept Mgr ID	The system searches for a Reports To relationship between managers and employees, and then uses the By Department Manager ID selection method if a Reports To ID is found.
By Part Posn Mgmt Supervisor ID	The system searches for a Reports To relationship between mangers and employees, and then uses the By Supervisor ID selection method if a Reports To ID is found.

***Group ID**	Specify the employee groups for which documents should be generated. Select data by clicking the search icon.
As Of Date	Enter the date or select a date from the calendar icon. This date is to generate the group that is used in the document creation process. The current date is the default.

Note: The mass creation process always regenerates the selected groups before it creates employee documents.

Description	This field is populated with the description of the Group ID selected.
Language Code	Select a language code to generate documents in a different language that the base language of the database. This field is available only when the Allow Review Language Override check box is selected on the ePerformance Installation table.

11. Click **Save**.

At this point, the following options are available:

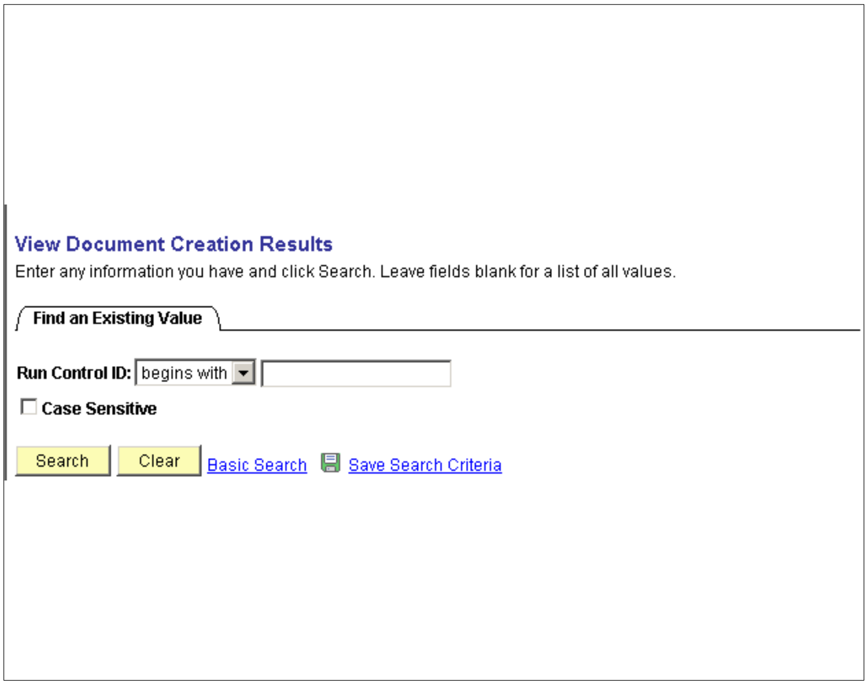
Step	Action
Click **Notify**	To send a notification.
Click **Add**	To add a new value.
Click **Update** /**Display**	To update the page.
Click **Return To Search**	To search for another record.
Click the ***Report Manager*** link	To format a report. For more information refer to Title 1, Chapter 17, Section 14, Reporting.
Click the ***Process Monitor*** link	This option allows users to specify the location where a process or job will run and the format used for the output. For more information refer to Title 1, Chapter 17, Section 14, Reporting.
Click **Run**	This option allows users to specify the location where a process or job will run and the format used for the output. For more information refer to Title 1, Chapter 17, Section 14, Reporting.

View Document Creation Results As An HR Administrator

This option allows the viewing of documents that were created by the background process.

To view a document that was created:

1. Select the ***Workforce Development*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item.
4. Select the ***View Document Creation Results*** component. The Find An Existing Value - View Document Creation Results page (**Figure 48**) is displayed.



View Document Creation Results

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Run Control ID:
begins with
☐ Case Sensitive
Search
Clear
Basic Search
Save Search Criteria

Figure 48. Find An Existing Value tab - View Document Creation Results page

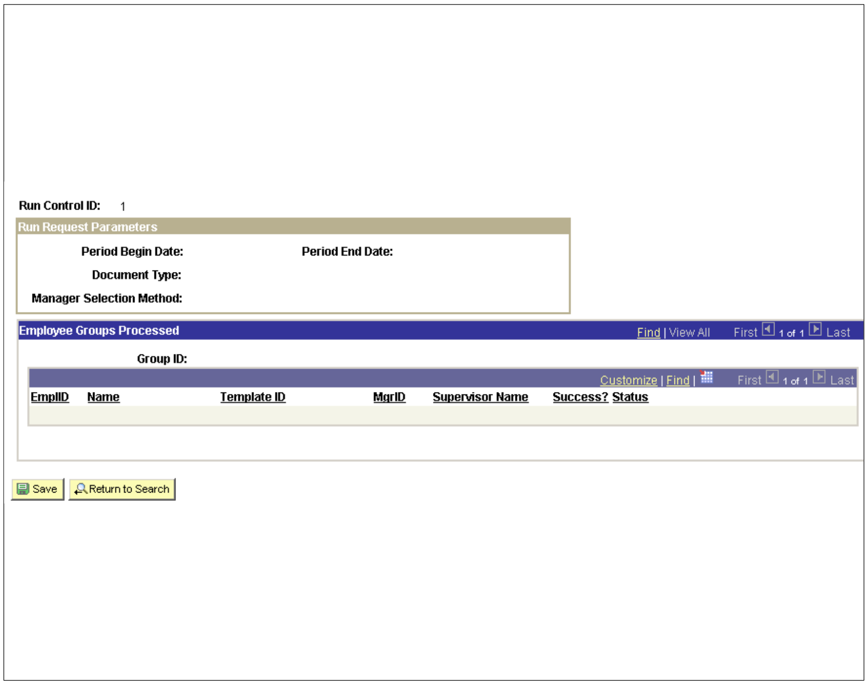
5. Complete the field as follows:

Run Control ID	Enter the existing run control ID.

6. Click **Search**. The Run Control ID page (**Figure 49**) is displayed. This page presents results from the selected run of the Created Summary Data process.

OR

Click **Cancel** and search for another value.


Run Request Parameters
Period Begin Date:
Period End Date:
Document Type:
Manager Selection Method:
Employee Groups Processed
Find | View All
First 1 of 1 Last
Group ID:
Customize | Find |
First 1 of 1 Last
EmplID
Name
Template ID
MgrID
Supervisor Name
Success?
Status
Save
Return to Search

Run Control ID: 1

Figure 49. Run Control ID page

7. Complete the fields as follows:

Run Control ID	This field is populated with the search criteria entered.
Period Begin Date	This field is populated with the begin date when the document was created.
Period End Date	This field is populated with the end date when the document was created.
Document Type	This field is populated with the document type selected when the document was created.
Manager Selection Method	This field is populated with the manager selection method selected with the document was created.
Group ID	This field is populated with the group ID and description selected when the document was created.
EmplID	This field is populated with the employee ID. The list of employees had documents created in the group ID.
Name	This is the name of the employee that corresponds to the EmplID.

Template ID	This field is populated from the template selected when the template was created.
Mgr ID	This field is populated with the manager ID of the employee.
Supervisor Name	This field is populated with the managers name that corresponds to the Manager ID.
Success?	This field displays a `Y (Yes)` if the employee's document was created successfully. Otherwise this field displays `N (No).`
Status	This field displays the status of the document. The valid values are:

Status Valid Values
In Progress
Available For Review
Review Held
Complete
Cancelled

8. Click **Save**.

   OR

   Click **Return To Search** to search for another value.

MSS Performance Management

A Performance Document is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance document for a new appraisal period. A performance document must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

In the manager role, the manager can generate documents for direct reports by either:

- Selecting a group and then selecting one or more employees within the group.
- Selecting one or more employees directly.

Regardless of which option chosen, select the As Of date for determining which employees reports to you as a manager. Then select the employees for whom documents should be generated. Finally, select the document template from which to generate the individual documents and enter the dates of the evaluation period that is covered.

Either performance or development documents can be generated. The process is identical, except for the page names and the navigation path by which the document generation pages are accessed.

This section provides an overview of document generation for direct reports and discusses how to generate documents.

This section contains the following topics:

Create/Edit ePerformance Documents As A Manager

Create/Edit ePerformance Documents As A Manager

The Create Performance Documents option is used to facilitate the management of the performance evaluation process. This option allows several different roles to participate in the feedback process between managers, employees and HR personnel.

The Manager can also create a new performance document, view existing performance documents, enter comments, and evaluates employees.

The Performance Document allows the manager to add new or pre-defined values for each section of the document.

Note: Instructions for Creating a Performance Document is at the top of each page in the ***EmpowHR*** application.

To create a Performance Document:

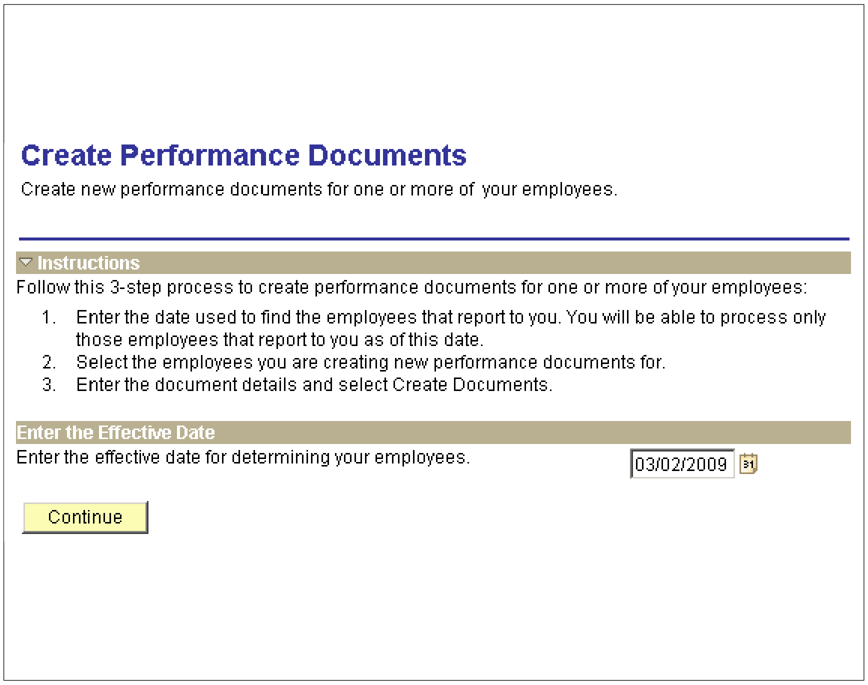
1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item to access performance documents as a manager.

   OR

   Select the ***Development Documents*** menu item to access development documents as a manager.
4. Select the ***Create Documents*** component. This component allows the manager to create a document for one employee at a time. The Create Performance (**Figure 50**) is displayed.

   OR

   Select the ***Create Documents By Group*** component. This component allows the manager to create a document for a group of employees. The Create Performance By Group page (**Figure 52**) is displayed.



Create Performance Documents

Create new performance documents for one or more of your employees.

Instructions

Follow this 3-step process to create performance documents for one or more of your employees:

1. Enter the date used to find the employees that report to you. You will be able to process only those employees that report to you as of this date.
2. Select the employees you are creating new performance documents for.
3. Enter the document details and select Create Documents.

Enter the Effective Date

Enter the effective date for determining your employees. 03/02/2009

Figure 50. Create Performance Document (for one employee) page

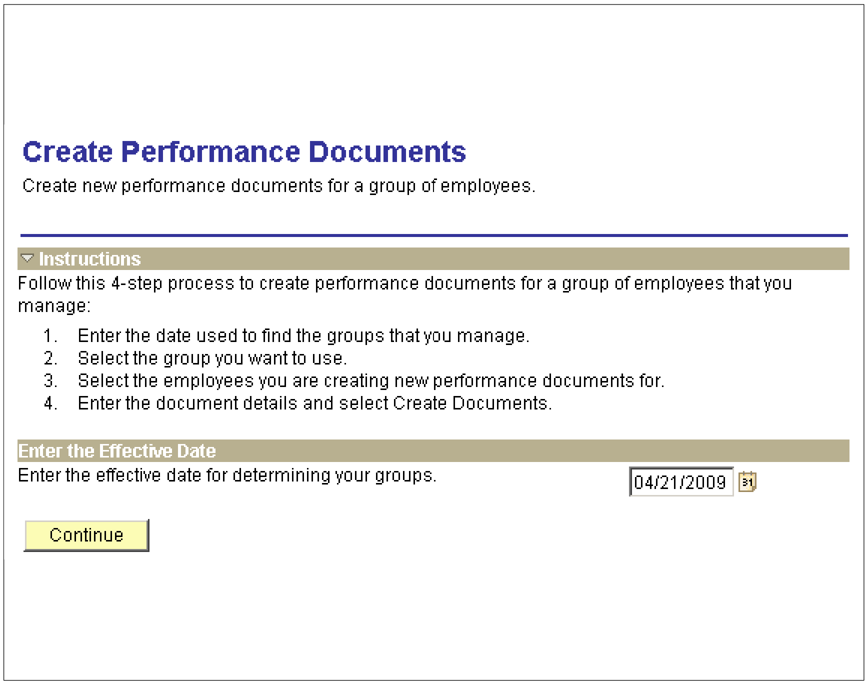
5. Complete the field as follows:

Effective Date	Enter the date used to find the employees that report to the manager. A manager will only be able to process those employees that report to them as of this date.

6. Click **Continue**. The Create Performance Document page (**Figure 53**) is displayed.

   OR

   If a document is being created for a group, access the ***Create Documents By Group*** component. The Create Performance Documents pages (**Figure 51**) and (**Figure 52**) are displayed.



Create Performance Documents

Create new performance documents for a group of employees.

Instructions

Follow this 4-step process to create performance documents for a group of employees that you manage:

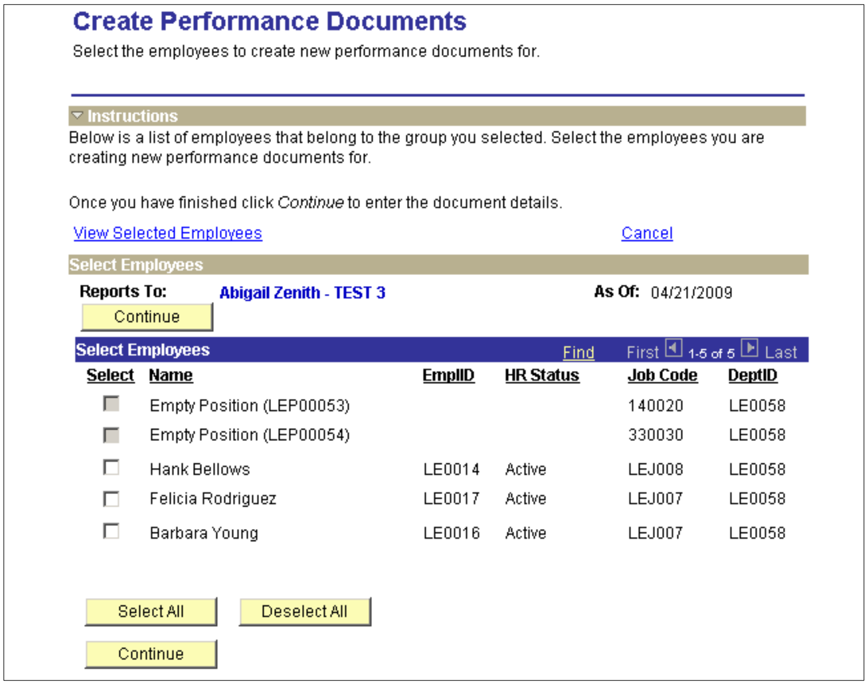
1. Enter the date used to find the groups that you manage.
2. Select the group you want to use.
3. Select the employees you are creating new performance documents for.
4. Enter the document details and select Create Documents.

Enter the Effective Date

Enter the effective date for determining your groups. 04/21/2009

Figure 51. Create Performance Documents By Group page

7. Click **Continue**. The Create Performance Documents (for the group) page (**Figure 52**) is displayed.



Create Performance Documents

Select the employees to create new performance documents for.

Instructions

Below is a list of employees that belong to the group you selected. Select the employees you are creating new performance documents for.

Once you have finished click *Continue* to enter the document details.

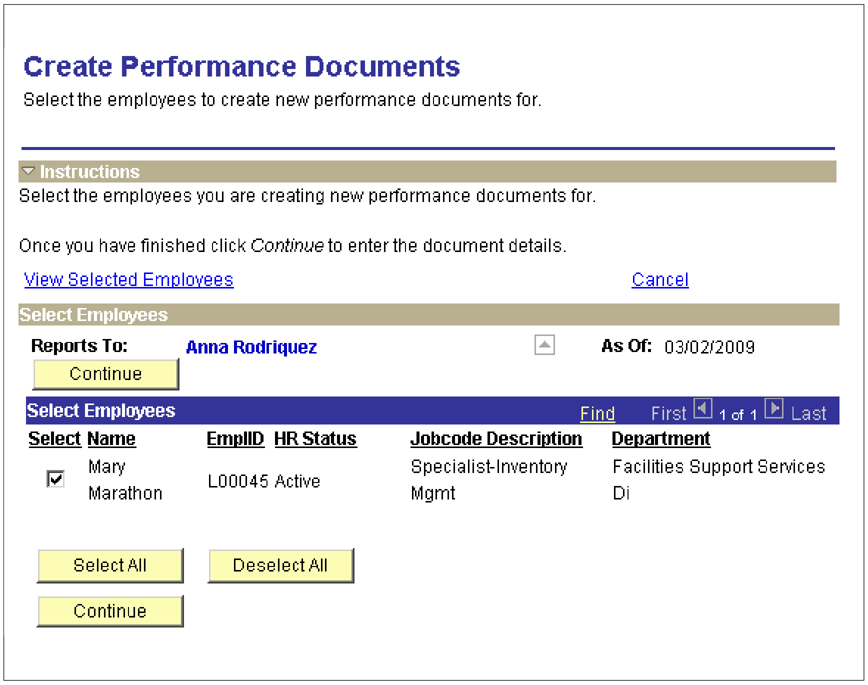
Select Employees

Reports To: Abigail Zenith - TEST 3 **As Of:** 04/21/2009

Select	Name	EmplID	HR Status	Job Code	DeptID
☐	Empty Position (LEP00053)			140020	LE0058
☐	Empty Position (LEP00054)			330030	LE0058
☐	Hank Bellows	LE0014	Active	LEJ008	LE0058
☐	Felicia Rodriguez	LE0017	Active	LEJ007	LE0058
☐	Barbara Young	LE0016	Active	LEJ007	LE0058

Figure 52. Create Performance Documents (for the group) page

8. Select one or more groups and click **Continue**. The Create Performance Documents (for an employee) page 2 (**Figure 53**) is displayed.



Create Performance Documents

Select the employees to create new performance documents for.

Instructions

Select the employees you are creating new performance documents for.

Once you have finished click *Continue* to enter the document details.

Select Employees

Reports To: Anna Rodriquez

As Of: 03/02/2009

Select Employees

Select	Name	EmplID	HR Status	Jobcode Description	Department
☑	Mary Marathon	L00045	Active	Specialist-Inventory Mgmt	Facilities Support Services Di

Figure 53. Create Performance Documents (for an employee) page

9. Complete the fields as follows:

Reports To:	This field is populated with the manager's name.
As Of	This field is populated from Create Performance Documents page 1 (**Figure 50**).
Select	This check box is the mechanism to select employee(s) from the list.
Name	This field is the names of the employees that report to the manager and vacant positions with the position number.
EmplID	This field is the employee IDs that correspond to the names of the employee. If the position is vacant, the EmplID is blank.
HR Status	This field is the status of the employee. If the position is vacant, the HR status is blank.
Job Code Description	This field is the narrative description of the Job Code. If the position is vacant, the Job Code Description is blank.

Department	This field is the narrative description of the department where the employee is located within the agency. If the position is vacant, the Department is blank.

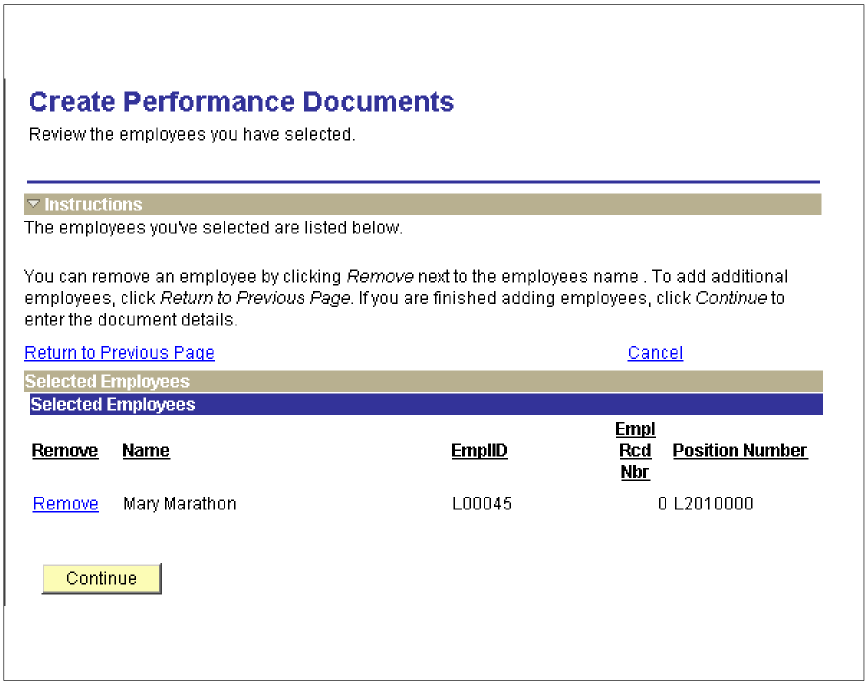
10. Check the box next to one employee.

At this point, the following options are available:

Option	Description
Click the ***Cancel*** link	To go back to Create Performance Documents page 1(**Figure 50**)
Click **Select All**	To select all the employees in the Name column.
Click **Deselect All**	To deselect all the employees in the Name column. This option is not available unless the Select All button was previously used.
Click **Continue**	To advance to Create Performance Documents page 4(**Figure 55**) once the information on the page is completed.
Click ***View Selected Employee***	To advance to Create Performance Documents page(**Figure 54**).

To view the selected employee(s):

The employee(s) that were selected are listed and have Performance Documents ready for editing.



Create Performance Documents

Review the employees you have selected.

Instructions

The employees you've selected are listed below.

You can remove an employee by clicking *Remove* next to the employees name . To add additional employees, click *Return to Previous Page*. If you are finished adding employees, click *Continue* to enter the document details.

Return to Previous Page

Cancel

Selected Employees

Selected Employees

Remove	Name	EmplID	Empl Rcd Nbr	Position Number
Remove	Mary Marathon	L00045	0	L2010000

Figure 54. Create Performance Documents

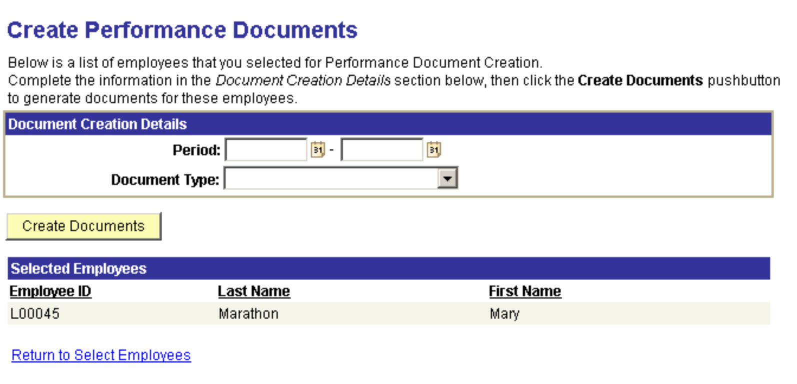
At this point, the following options are available:

Step	Description
Click the ***Remove*** link	To remove the employee from the list.
Click ***Return To Previous Page***	To add additional employees. The Create Performance Documents page (**Figure 53**) is displayed.

Step	Description
Click **Continue**	To enter document details. The Create Performance Documents (create) page (**Figure 55**).
Click the ***Cancel*** link	To return to the Create Performance Document (for an employee) page (**Figure 53**).

To Create Performance Documents:

This page reflects the employee(s) that were selected from the Create Performance Documents page (**Figure 53**).



Create Performance Documents

Below is a list of employees that you selected for Performance Document Creation.
Complete the information in the *Document Creation Details* section below, then click the **Create Documents** pushbutton to generate documents for these employees.

Document Creation Details

Period: -
Document Type:

Selected Employees

Employee ID	Last Name	First Name
L00045	Marathon	Mary

Figure 55. Create Performance Documents (For An Employee) page

11. Complete the fields as follows:

Period	Enter the date from and to of the performance period or select dates from the calendar icon.
Document Type	Select the type of document from the drop-down list. The values listed are populated from the Document Type template and can vary for each agency. The valid values are listed below:

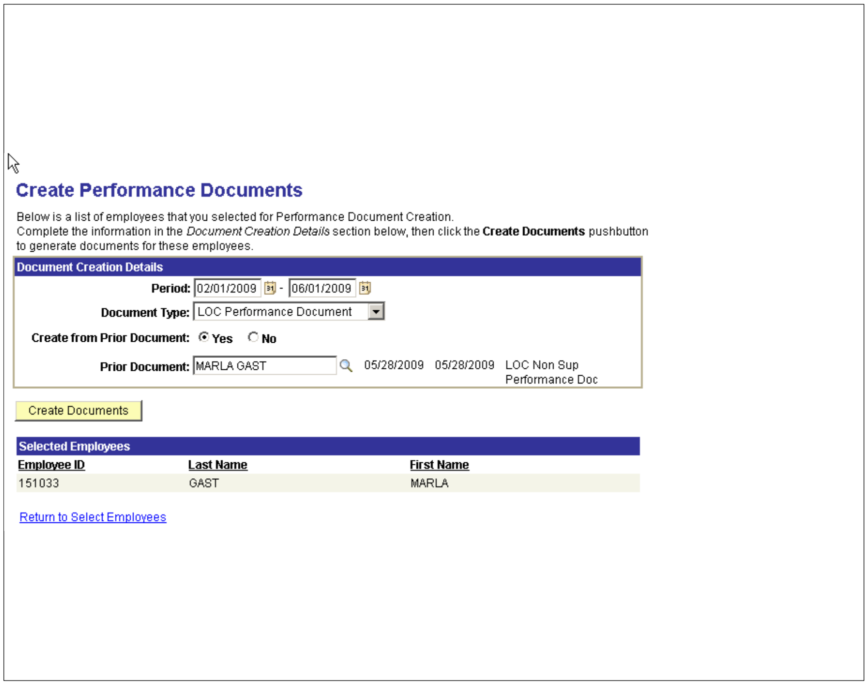
Document Type Valid Values
Annual Review
Job Promotion Review
LCPP
LOC 2477 Performance Appraisal

Document Type Valid Values
LOC Performance Plan Template
Performance Document
Performance Improvement Plan
Performance Plan 1
Performance Review
Performance/Salary Evaluation
Progress Reviews
Project Review
Salary Planning
USDA Performance
Update Profile Management
ePerformance 1
ePerformance Testing
Performance Test 2

12. Click **Create Documents**. The Create From Prior Document page (**Figure 56**) is displayed.

    OR

    Click ***Return To Selected Employees***. The Create Performance Documents page(**Figure 53**) is displayed.



Create Performance Documents

Below is a list of employees that you selected for Performance Document Creation.
Complete the information in the *Document Creation Details* section below, then click the **Create Documents** pushbutton to generate documents for these employees.

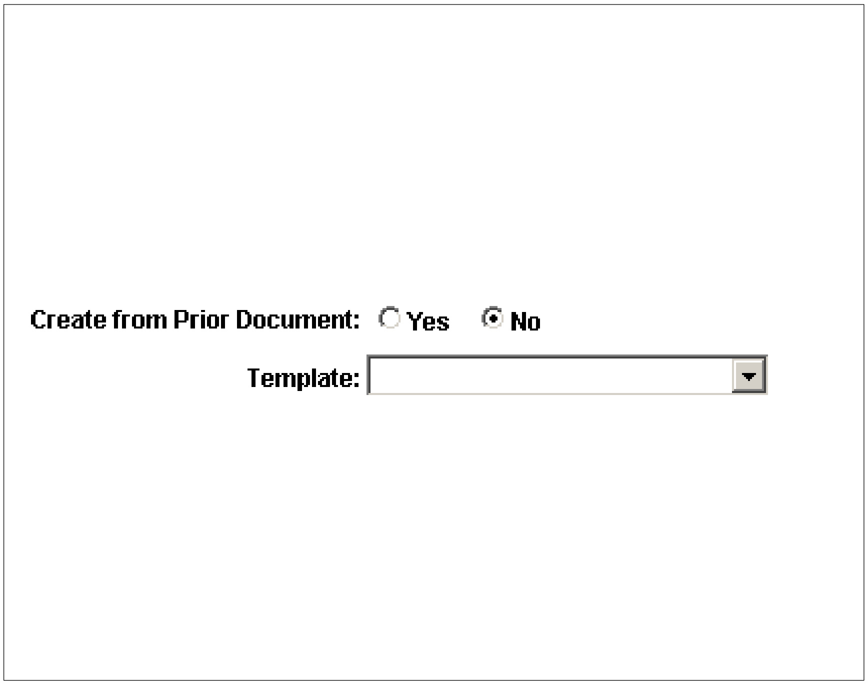
Document Creation Details

Period: 02/01/2009 - 06/01/2009
Document Type: LOC Performance Document
Create from Prior Document: ● Yes ○ No
Prior Document: MARLA GAST 05/28/2009 05/28/2009 LOC Non Sup Performance Doc

Selected Employees

Employee ID	Last Name	First Name
151033	GAST	MARLA

Figure 56. Create Performance Documents page



Create from Prior Document: ○ Yes ● No

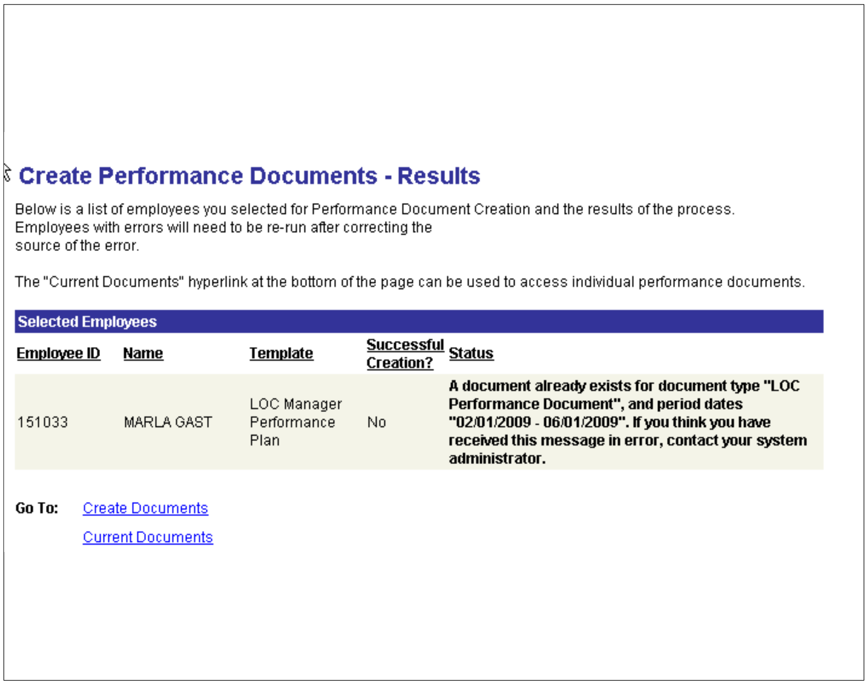
Template:

Figure 57. Create From Prior Document page

13. Complete the fields as follows:

Create From Prior Document	This field defaults to `No`. The valid values are `Yes`(create from a prior document and `No` (do not create from a prior document)
Template	Enter the template or select data from the drop-down list. The valid values are as follows:

14. Click **Create Documents**. The Create Performance Documents - Results page (**Figure 58**) is displayed. After selecting the employee(s) and the Document Type, a list of employee(s) that have Performance Documents that are ready for editing. Employee(s) will errors will need to be re-run after correcting the source of the error.



Create Performance Documents - Results

Below is a list of employees you selected for Performance Document Creation and the results of the process. Employees with errors will need to be re-run after correcting the source of the error.

The "Current Documents" hyperlink at the bottom of the page can be used to access individual performance documents.

Selected Employees

Employee ID	Name	Template	Successful Creation?	Status
151033	MARLA GAST	LOC Manager Performance Plan	No	A document already exists for document type "LOC Performance Document", and period dates "02/01/2009 - 06/01/2009". If you think you have received this message in error, contact your system administrator.

Figure 58. Create Performance Documents - Results page

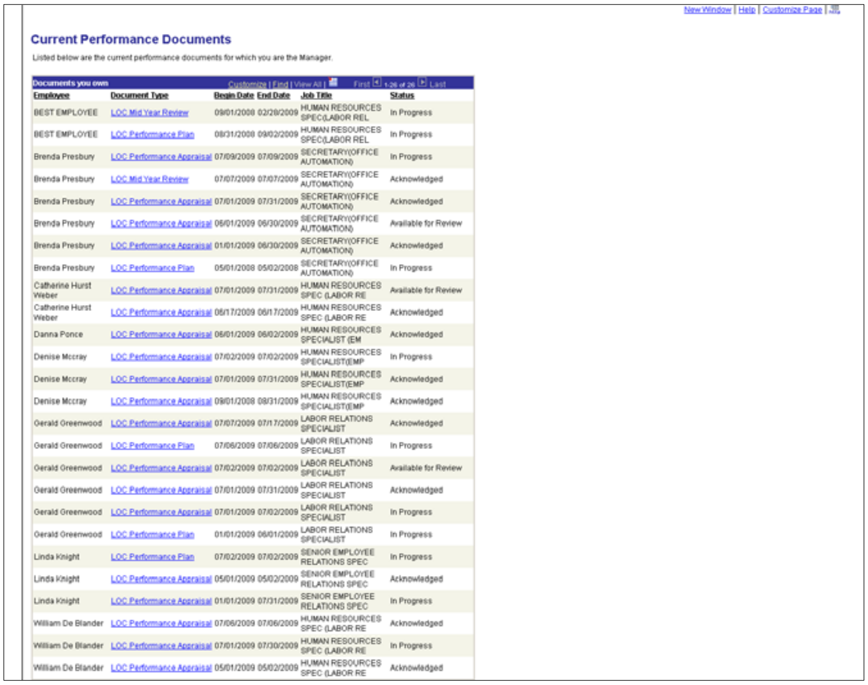
15. The fields on this page are as follow:

Employee ID	This column is populated with the employees ID.
Name	This column is populated with the name of the employee. The name and employee ID are unique to each employee.
Template	This field is populated from the Create From Prior Document page (**Figure 57**).
Successful Creation?	This field reflects whether the Performance Document was successfully created.
Status	This field reflects the status of the Performance Document.

16. Click the ***Create Documents*** link to create a new Performance Document. The Create Performance Document page (**Figure 50**) is displayed.

OR

Click the ***Current Documents*** link to view the newly created Document. The Current Performance Documents page (**Figure 59**) is displayed.



New Window | Help | Customize Page

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Documents you own
Customize | Find | View All
First 1-26 of 26 Last

Employee	Document Type	Begin Date	End Date	Job Title	Status
BEST EMPLOYEE	LOC Mid Year Review	09/01/2008	02/28/2009	HUMAN RESOURCES SPEC(LABOR REL	In Progress
BEST EMPLOYEE	LOC Performance Plan	08/31/2008	09/02/2009	HUMAN RESOURCES SPEC(LABOR REL	In Progress
Brenda Presbury	LOC Performance Appraisal	07/09/2009	07/09/2009	SECRETARY(OFFICE AUTOMATION)	In Progress
Brenda Presbury	LOC Mid Year Review	07/07/2009	07/07/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Appraisal	07/01/2009	07/31/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Appraisal	06/01/2009	06/30/2009	SECRETARY(OFFICE AUTOMATION)	Available for Review
Brenda Presbury	LOC Performance Appraisal	01/01/2009	06/30/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Plan	05/01/2008	05/02/2008	SECRETARY(OFFICE AUTOMATION)	In Progress
Catherine Hurst Weber	LOC Performance Appraisal	07/01/2009	07/31/2009	HUMAN RESOURCES SPEC (LABOR RE	Available for Review
Catherine Hurst Weber	LOC Performance Appraisal	06/17/2009	06/17/2009	HUMAN RESOURCES SPEC (LABOR RE	Acknowledged
Danna Ponce	LOC Performance Appraisal	06/01/2009	06/02/2009	HUMAN RESOURCES SPECIALIST (EM	Acknowledged
Denise Mccray	LOC Performance Appraisal	07/02/2009	07/02/2009	HUMAN RESOURCES SPECIALIST(EMP	In Progress
Denise Mccray	LOC Performance Appraisal	07/01/2009	07/31/2009	HUMAN RESOURCES SPECIALIST(EMP	Acknowledged
Denise Mccray	LOC Performance Appraisal	09/01/2008	08/31/2009	HUMAN RESOURCES SPECIALIST(EMP	Acknowledged
Gerald Greenwood	LOC Performance Appraisal	07/07/2009	07/17/2009	LABOR RELATIONS SPECIALIST	Acknowledged
Gerald Greenwood	LOC Performance Plan	07/06/2009	07/06/2009	LABOR RELATIONS SPECIALIST	In Progress
Gerald Greenwood	LOC Performance Appraisal	07/02/2009	07/02/2009	LABOR RELATIONS SPECIALIST	Available for Review
Gerald Greenwood	LOC Performance Appraisal	07/01/2009	07/31/2009	LABOR RELATIONS SPECIALIST	Acknowledged
Gerald Greenwood	LOC Performance Appraisal	07/01/2009	07/02/2009	LABOR RELATIONS SPECIALIST	In Progress
Gerald Greenwood	LOC Performance Plan	01/01/2009	06/01/2009	LABOR RELATIONS SPECIALIST	In Progress
Linda Knight	LOC Performance Plan	07/02/2009	07/02/2009	SENIOR EMPLOYEE RELATIONS SPEC	In Progress
Linda Knight	LOC Performance Appraisal	05/01/2009	05/02/2009	SENIOR EMPLOYEE RELATIONS SPEC	Acknowledged
Linda Knight	LOC Performance Appraisal	01/01/2009	07/31/2009	SENIOR EMPLOYEE RELATIONS SPEC	In Progress
William De Blander	LOC Performance Appraisal	07/06/2009	07/06/2009	HUMAN RESOURCES SPEC (LABOR RE	Acknowledged
William De Blander	LOC Performance Appraisal	07/01/2009	07/30/2009	HUMAN RESOURCES SPEC (LABOR RE	In Progress
William De Blander	LOC Performance Appraisal	05/01/2009	05/02/2009	HUMAN RESOURCES SPEC (LABOR RE	Acknowledged

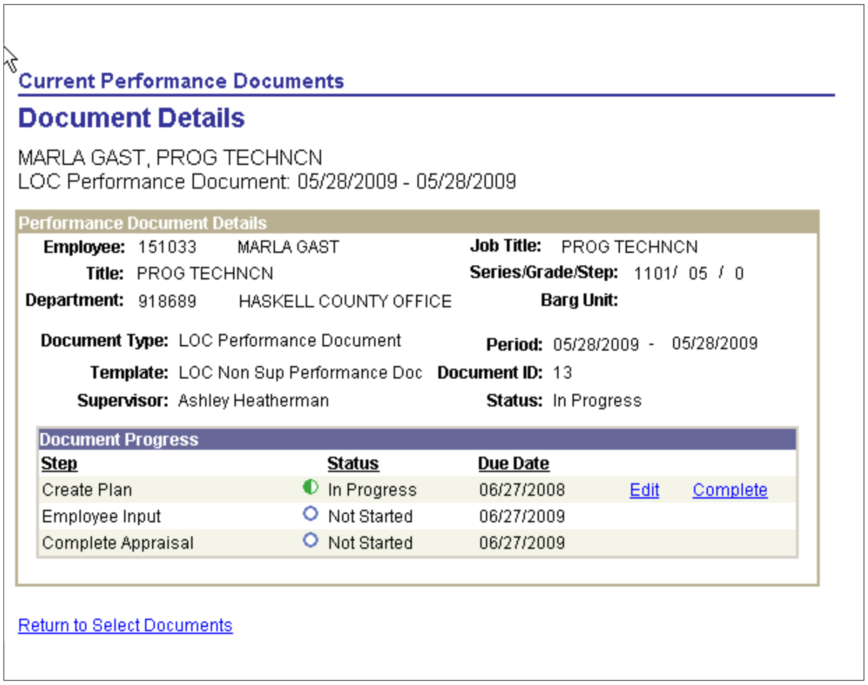
Figure 59. Current Performance Documents page

17. The fields on this page are as follow:

Employee	This column is populated with the name of the employee.
Document Type	This column is populated with the document type selected on the Create Performance Documents page (**Figure 55**).
Template	This column is populated from the template selected on the Create From Prior Document page (**Figure 57**).
Begin Date	This column is populated with the begin date entered on the Create Performance Documents page (**Figure 55**).
End Date	This column is populated with the end date entered on the Create Performance Documents page (**Figure 55**).
Job Title	This column is populated with the job title of the employee.
Status	This column is the status of the current documents for each employee. The valid values are as follows:

Status Valid Values
In Progress
Acknowledged

18. Select the ***Document Type*** link to view or edit the detail of the document. The Document Details -Current Performance Documents page (**Figure 60**) is displayed. This page is used to track a Performance Document's progress. The Name of the employee, Job Title, Type of Document, and the Begin and End Date of the Performance Document is populated at the top of the window.



Current Performance Documents

Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Performance Document Details

Employee:	151033 MARLA GAST	**Job Title:**	PROG TECHNCN
Title:	PROG TECHNCN	**Series/Grade/Step:**	1101/ 05 / 0
Department:	918689 HASKELL COUNTY OFFICE	**Barg Unit:**	
Document Type:	LOC Performance Document	**Period:**	05/28/2009 - 05/28/2009
Template:	LOC Non Sup Performance Doc	**Document ID:**	13
Supervisor:	Ashley Heatherman	**Status:**	In Progress

Document Progress

Step	Status	Due Date		
Create Plan	◐ In Progress	06/27/2008	Edit	Complete
Employee Input	○ Not Started	06/27/2009		
Complete Appraisal	○ Not Started	06/27/2009		

Return to Select Documents

Figure 60. Document Details - Current Performance Documents page

19. Complete the fields as follows:

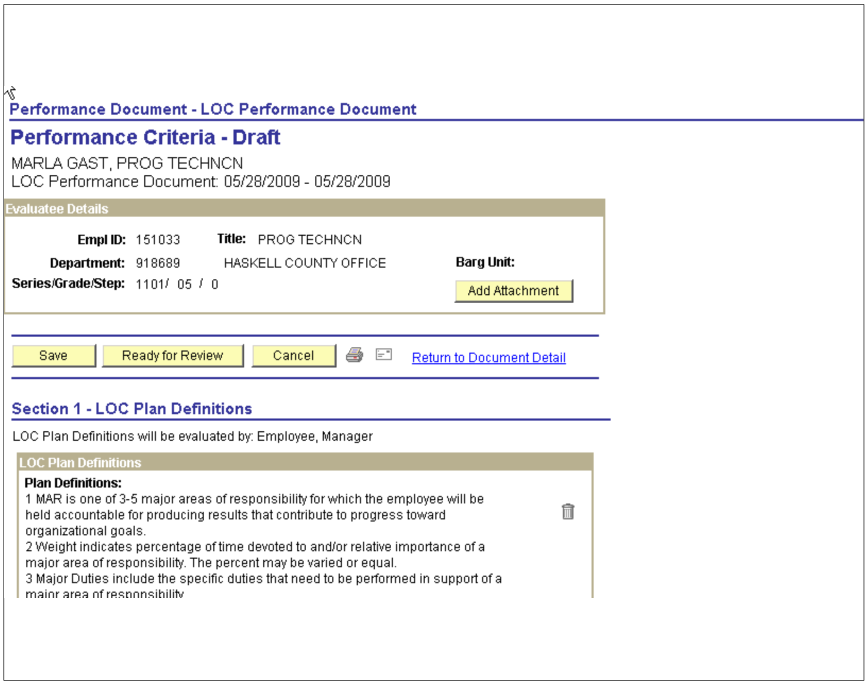
Employee	This field is populated with the employee ID and the name of the employee.
Job Title	This field is populated with the job title of the employee.
Title	This field is populated with the title of the employee.
Series/Grade/Step	This field is populated with the job series, grade and step of the employee.
Department	This field is populated with the department code where the employee's job is located.

Barg Unit	This field is populated with the four position numeric Union Bargaining Unit.
Document Types	This field is populated with the document type selected on the Create Performance Documents page (**Figure 55**).
Period	This field is populated with the beginning and end date entered on the Create Performance Documents page (**Figure 55**).
Template	This field is populated from the Create From Prior Document page (**Figure 57**).
Document ID	This field is populated with the document ID number.
Manager	This field is populated with the name of the Manager for the employee.
Status	This field is populated with the status of the performance document.
Step	This column displays The life cycle of the Performance Document. An example is shown below:

Step	Definition
Create Plan	A current Performance Plan
Employee Input	Employee’s chance to enter comments on their own performance.
Manager Input	Manager enters comments and rates the employee. This is equivalent to an Appraisal.
Complete Appraisal	Manager and/or Participant enters comments, rates the employee and Employee enters comments and approves/denies rating. This is equivalent to an Appraisal.

Status	This field displays the status of each step in the process. Next to each status is a radio button that will be checked when each step is completed.
Due Date	This field displays the due date for each Step in the process.

20. Click the ***Edit*** link to add criteria to the corresponding Step. The Sections that were setup for the selected Template will display. The Performance Document - Performance Criteria - Draft page (**Figure 61**), displays the details of the employee and the Performance Document. For more information regarding Status and links associated with the Status, refer to Document Statuses During Review.



Performance Document - LOC Performance Document

Performance Criteria - Draft

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Evaluatee Details

Empl ID: 151033 **Title:** PROG TECHNCN
Department: 918689 HASKELL COUNTY OFFICE **Barg Unit:**
Series/Grade/Step: 1101/ 05 / 0

Section 1 - LOC Plan Definitions

LOC Plan Definitions will be evaluated by: Employee, Manager

LOC Plan Definitions

Plan Definitions:
1 MAR is one of 3-5 major areas of responsibility for which the employee will be held accountable for producing results that contribute to progress toward organizational goals.
2 Weight indicates percentage of time devoted to and/or relative importance of a major area of responsibility. The percent may be varied or equal.
3 Major Duties include the specific duties that need to be performed in support of a major area of responsibility

Figure 61. Performance Document - Performance Criteria -Draft

At this point, the following options are available: These options are also at the bottom of the page for ease of use.

Option	Description
Click **Save**	To save the the information.
Click **Complete**	To finalize the criteria.
Click **Add Attachment**	This option allows the user to Add Attachment to a Performance Document. The Add Attachment page (**Figure 62**) is displayed
Click **Cancel**	To cancel and return to the previous page.
Click the ***Return To Document Detail*** link	To return to the Document Detail page (**Figure 60**).
Click **Ready For Review**	This option allows for the review of the document by the employee.
Click the printer icon	This option will allow the viewing of the printable evaluation.
Click the notify icon	To send a notification to the employee.

To Add an Attachment:

21. This option allows the user to add attachments to the Performance Document.

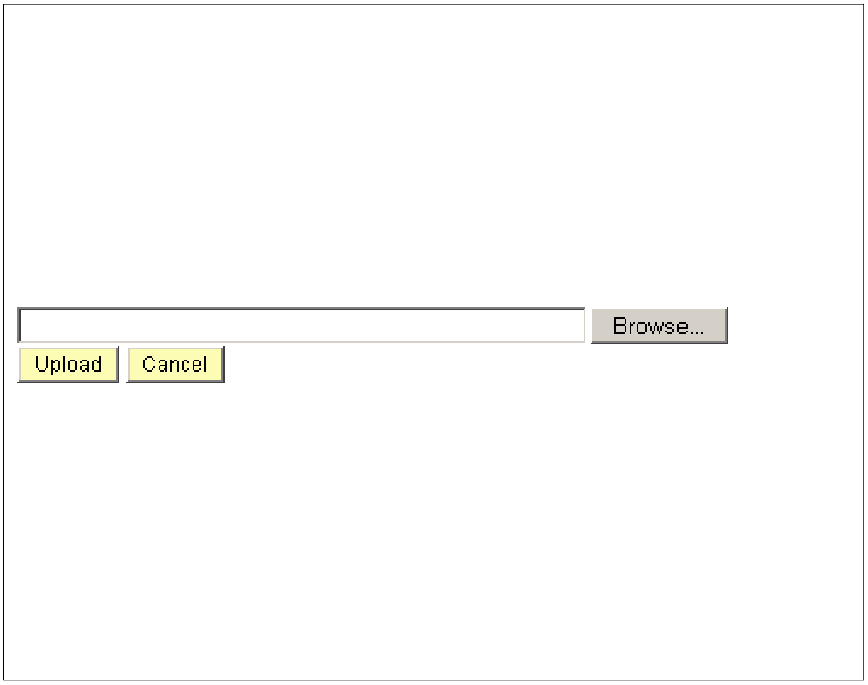


Figure 62. Add Attachment page

22. Complete the fields as follows:

Browse...	Enter the location of the attachment.

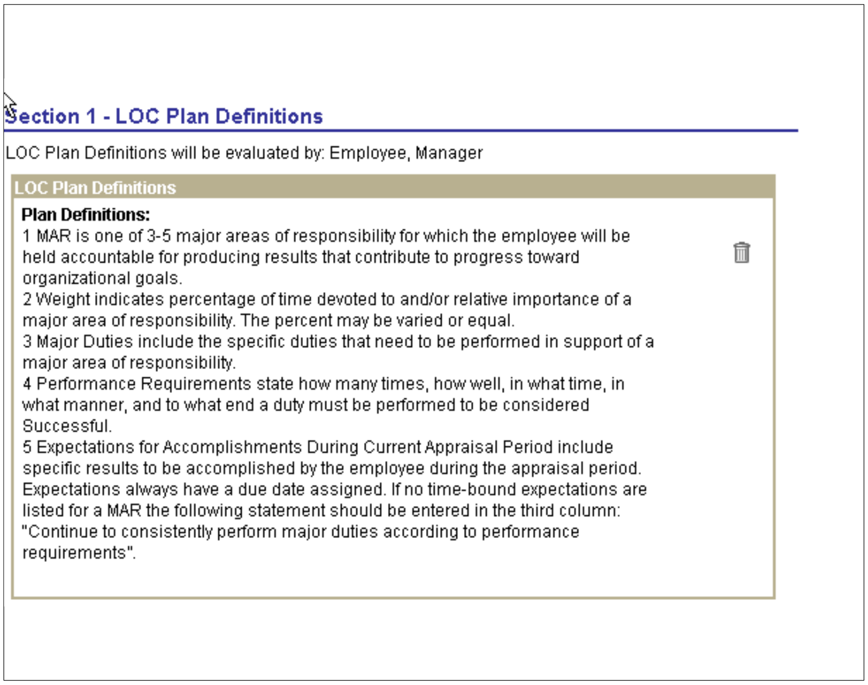
23. Click **Upload** to attach a document or file.

    OR

    Click **Cancel** to return to the pervious page.

To continue adding criteria in Section 1 - Plan Definitions:

The Plan Definitions section (**Figure 63**) are descriptions of what the Performance Documents will include.



Section 1 - LOC Plan Definitions

LOC Plan Definitions will be evaluated by: Employee, Manager

LOC Plan Definitions

Plan Definitions:
1 MAR is one of 3-5 major areas of responsibility for which the employee will be held accountable for producing results that contribute to progress toward organizational goals.
2 Weight indicates percentage of time devoted to and/or relative importance of a major area of responsibility. The percent may be varied or equal.
3 Major Duties include the specific duties that need to be performed in support of a major area of responsibility.
4 Performance Requirements state how many times, how well, in what time, in what manner, and to what end a duty must be performed to be considered Successful.
5 Expectations for Accomplishments During Current Appraisal Period include specific results to be accomplished by the employee during the appraisal period. Expectations always have a due date assigned. If no time-bound expectations are listed for a MAR the following statement should be entered in the third column: "Continue to consistently perform major duties according to performance requirements".

Figure 63. Section 1 - Plan Definitions

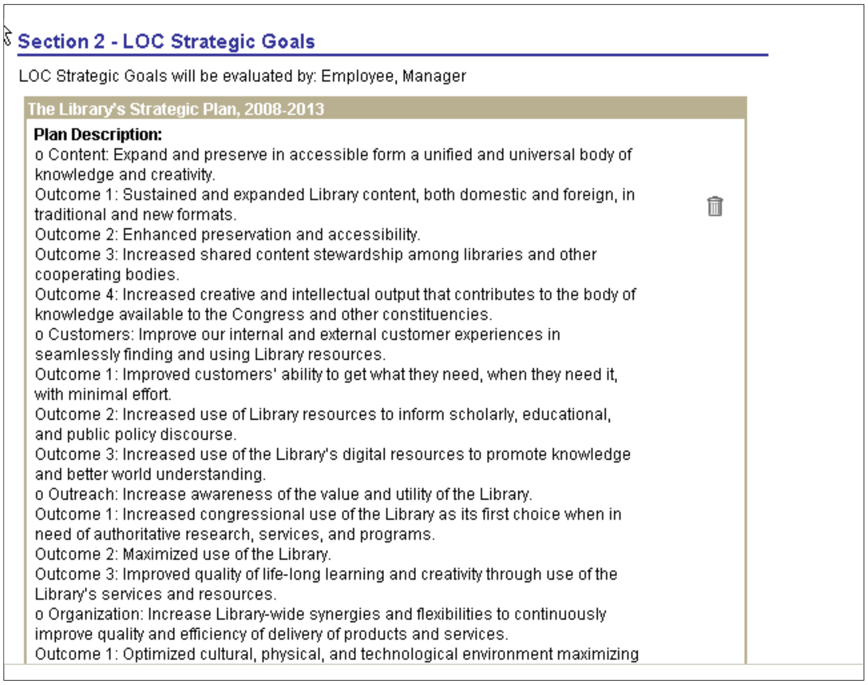
24. Complete the field as follows:

Plan Definitions	This field describes what the performance document should include. If the Plan exists, this section is populated for review/edit. If the Plan is new, complete the definitions for the Plan.

To continue adding criteria in Section 2 - Strategic Goals:

This Section 2 - Strategic Goals (**Figure 64**) contains the goals of the Performance Plan.

The Strategic goals is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance. A strategic goal may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.



Section 2 - LOC Strategic Goals

LOC Strategic Goals will be evaluated by: Employee, Manager

The Library's Strategic Plan, 2008-2013

Plan Description:
o Content: Expand and preserve in accessible form a unified and universal body of knowledge and creativity.
Outcome 1: Sustained and expanded Library content, both domestic and foreign, in traditional and new formats.
Outcome 2: Enhanced preservation and accessibility.
Outcome 3: Increased shared content stewardship among libraries and other cooperating bodies.
Outcome 4: Increased creative and intellectual output that contributes to the body of knowledge available to the Congress and other constituencies.
o Customers: Improve our internal and external customer experiences in seamlessly finding and using Library resources.
Outcome 1: Improved customers' ability to get what they need, when they need it, with minimal effort.
Outcome 2: Increased use of Library resources to inform scholarly, educational, and public policy discourse.
Outcome 3: Increased use of the Library's digital resources to promote knowledge and better world understanding.
o Outreach: Increase awareness of the value and utility of the Library.
Outcome 1: Increased congressional use of the Library as its first choice when in need of authoritative research, services, and programs.
Outcome 2: Maximized use of the Library.
Outcome 3: Improved quality of life-long learning and creativity through use of the Library's services and resources.
o Organization: Increase Library-wide synergies and flexibilities to continuously improve quality and efficiency of delivery of products and services.
Outcome 1: Optimized cultural, physical, and technological environment maximizing

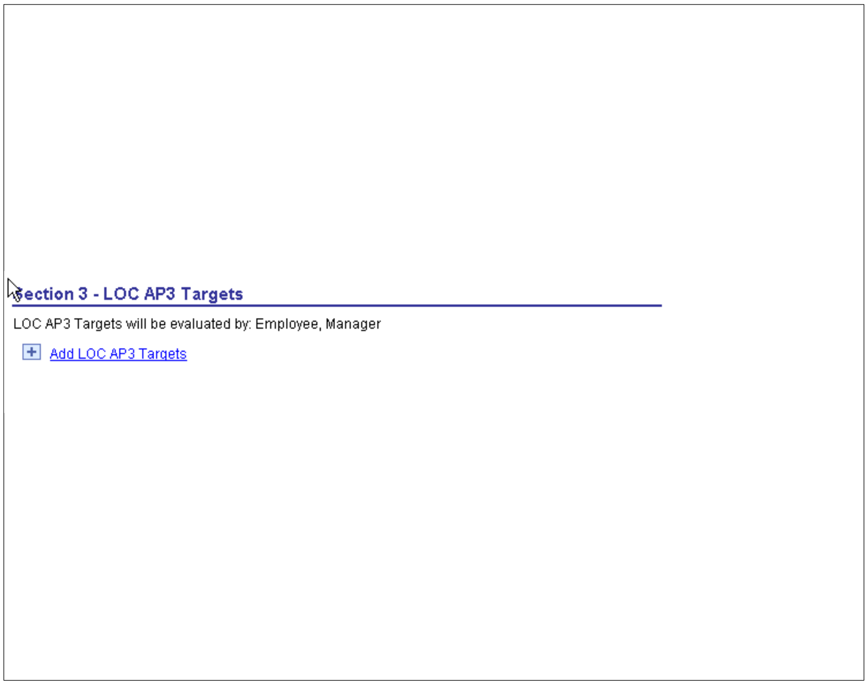
Figure 64. Section 2 - Strategic Goals

25. Complete the field as follows:

Strategic Plan, (xxxx - xxxx)	This field is the employee's goals and beginning and ending date for the Performance Plan. If the Plan exists, this section is populated for review/edit. If the Plan is new, complete the Strategic Plan

To continue adding criteria Section 3 - Targets

A Section 3 - Targets (**Figure 65**) may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.



Section 3 - LOC AP3 Targets

LOC AP3 Targets will be evaluated by: Employee, Manager

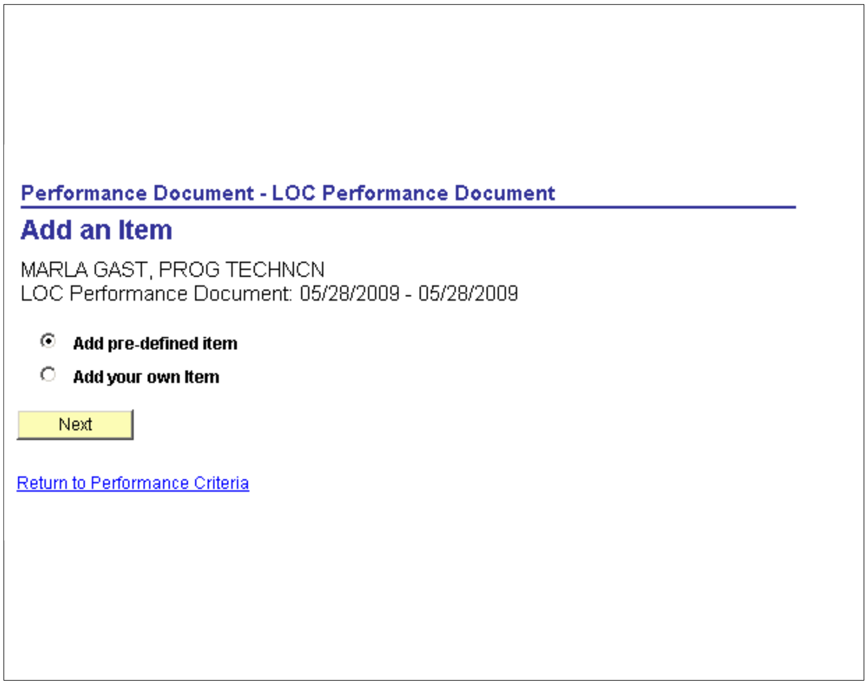
Figure 65. Section 3 - Targets

26. Complete the field as follows:

FYXX Goals	This section describes the but is not limited to, quality, cost-efficiency, timeliness, and manner of performance. If the Plan exists, then this section is populated for review/edit. If the Plan is new, then complete the target goals for the Plan.

To Add Pre-defined/Add Your Own Item(s):

27. Click the **+** to add additional targets. The Add An Item - Performance Document page (**Figure 66**) is displayed.



Performance Document - LOC Performance Document

Add an Item

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

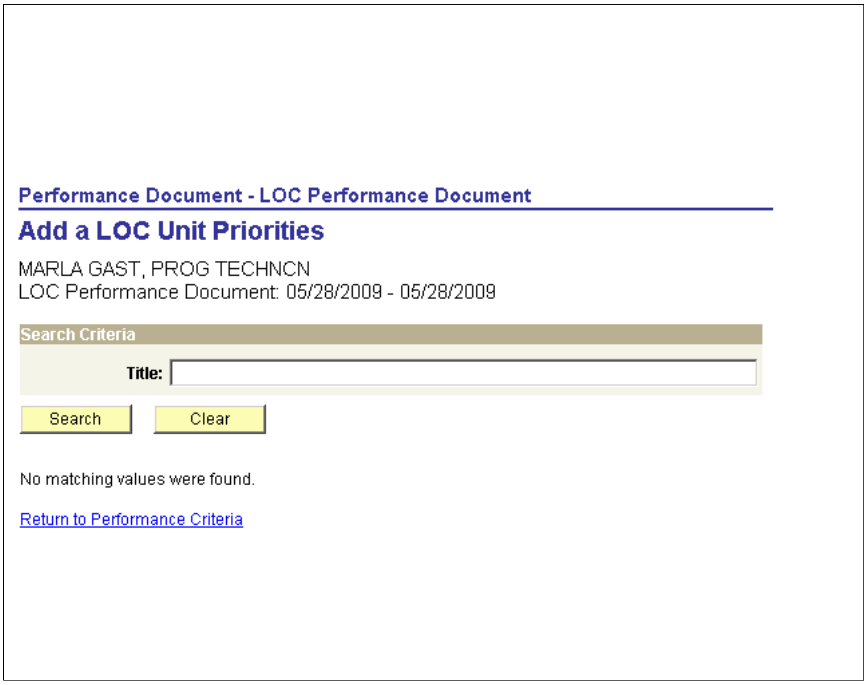
● Add pre-defined item
○ Add your own Item

Next
Return to Performance Criteria

Figure 66. Add An Item - Performance Document page

28. Complete the fields as follows:

Add Pre-Defined Item	Select this radio button to select a pre-defined item. If a predefined item is not available, the Pre-defined Item page (**Figure 67**) is displayed.



Performance Document - LOC Performance Document

Add a LOC Unit Priorities

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Search Criteria
Title:
Search
Clear

No matching values were found.

Return to Performance Criteria

Figure 67. Pre-Defined Item page

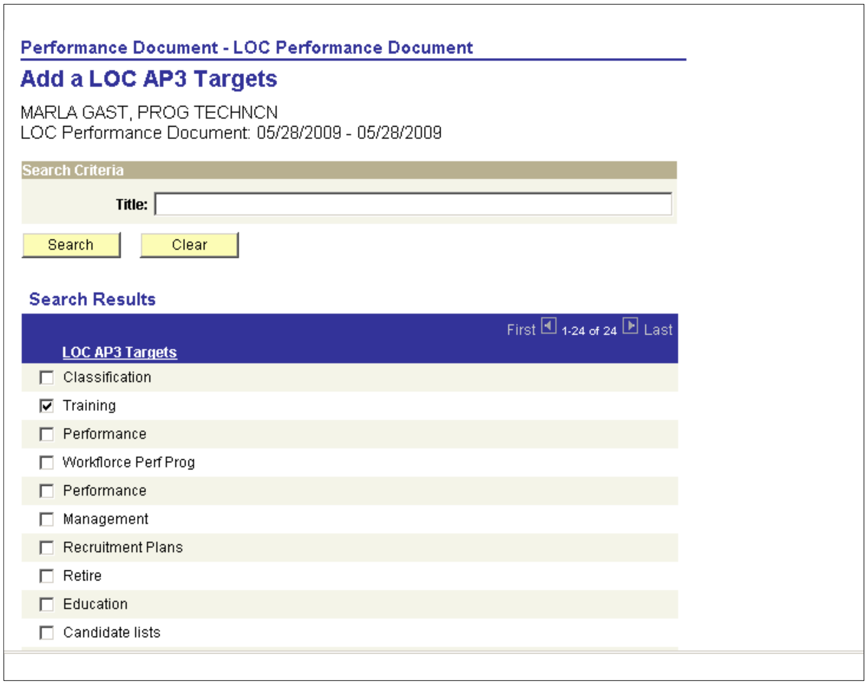
29. Complete the field as follows:

Title	Enter the title of the pre-defined item.

30. Click **Search**. A list of pre-defined items are displayed on the Pre-Defined Results page (**Figure 68**) is displayed. Select the applicable titles.

OR

Click **Clear** to clear the entry.



Performance Document - LOC Performance Document

Add a LOC AP3 Targets

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Search Criteria

Title:

Search Results

LOC AP3 Targets

☐ Classification
☑ Training
☐ Performance
☐ Workflorce Perf Prog
☐ Performance
☐ Management
☐ Recruitment Plans
☐ Retire
☐ Education
☐ Candidate lists

Figure 68. Pre-Defined Results page

31. Click **Save**. the pre-defined item is added to the document.

OR

Add Your Own Item	Select this radio button to add a new item. The Add Your Own Item (Section XX - Results) page (**Figure 69**) is displayed.

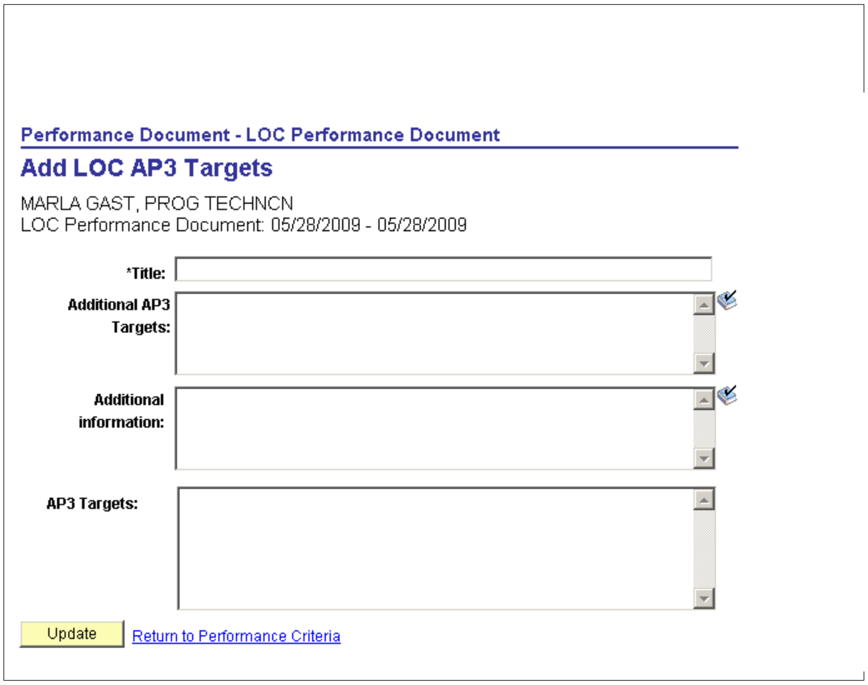

Performance Document - LOC Performance Document
Add LOC AP3 Targets
MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009
*Title:
Additional AP3 Targets:
Additional information:
AP3 Targets:
Update
Return to Performance Criteria

Figure 69. Add Your Own Item (Section XX - Results) page

32. Complete the fields as follows:

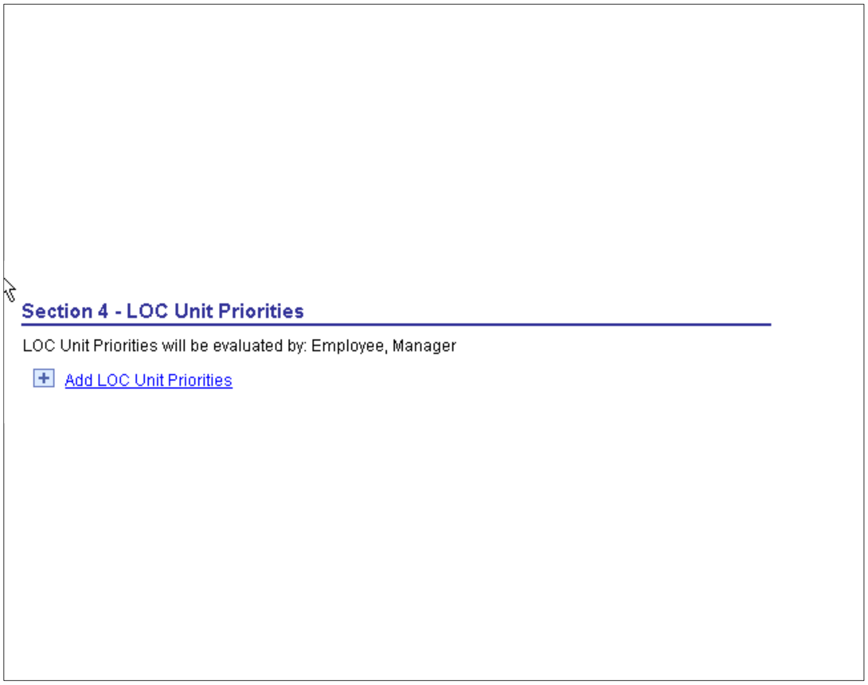
***Title**	Enter the title of the item to be added.
Additonal XXX (Targets)	Add additional (XXXX) items.
Additional Information	Enter additional information on the item.
AP(X) Targets	Add AP(X) targets for this item.

33. Click **Update**. The added item will appear on the document.

OR

Click the ***Return To Performance Criteria*** to return to the document.

To continue adding criteria Section 4 - Priorities:



Section 4 - LOC Unit Priorities

LOC Unit Priorities will be evaluated by: Employee, Manager

Figure 70. Section 4 - Unit Priorities

34. Complete the field as follows:

Description	This field is the description for priority of the unit. If the Plan exists, this section is populated for review/edit. If the Plan is new, complete the unit priorities for the Plan.

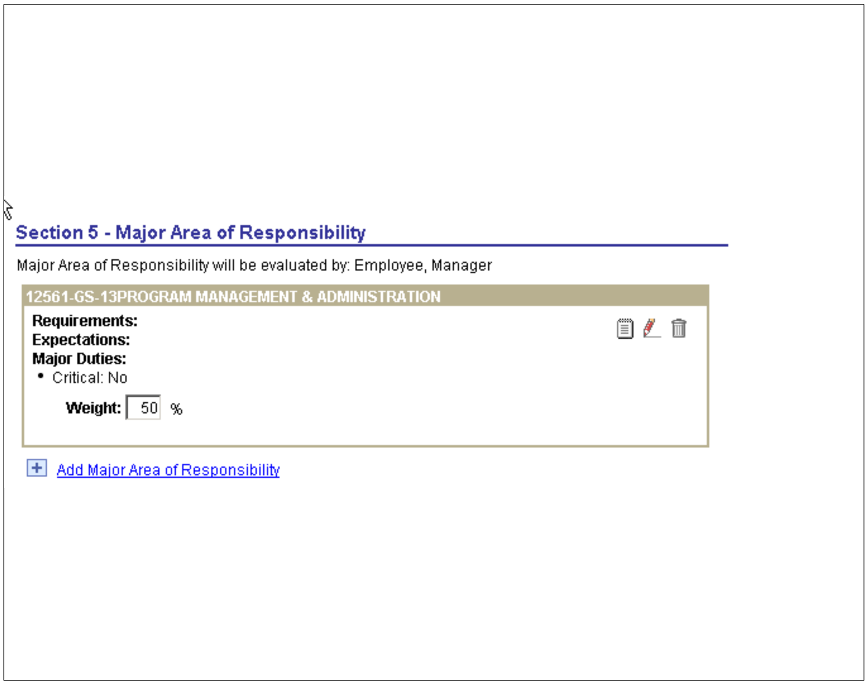
To continue adding criteria for Section 5 - Major Area Of Responsibility:

This section is the major area of responsibilities of the employee, the performance requirements, and the expectations of the employee.

This section also allows the Manager to add the weight (criticality) of the responsibility. This section will be evaluated by the Employee and the Manager.

Below is a description of the types of responsibility and performance requirement.

Types Of Responsibility	Performance Requirement
Major Duties	A critical element is a work assignment or responsibilities of such importance, that unacceptable performance in the element would result in a determination that the employee’s overall performance is unacceptable.
Performance Requirement	The performance standard is a management approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular leave or performance.
Expectations	An expectation may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.


Section 5 - Major Area of Responsibility

Major Area of Responsibility will be evaluated by: Employee, Manager

12561-GS-13PROGRAM MANAGEMENT & ADMINISTRATION

Requirements:
Expectations:
Major Duties:
- Critical: No

Weight: 50 %

Add Major Area of Responsibility

Figure 71. Section 5 - Major Area Of Responsibility

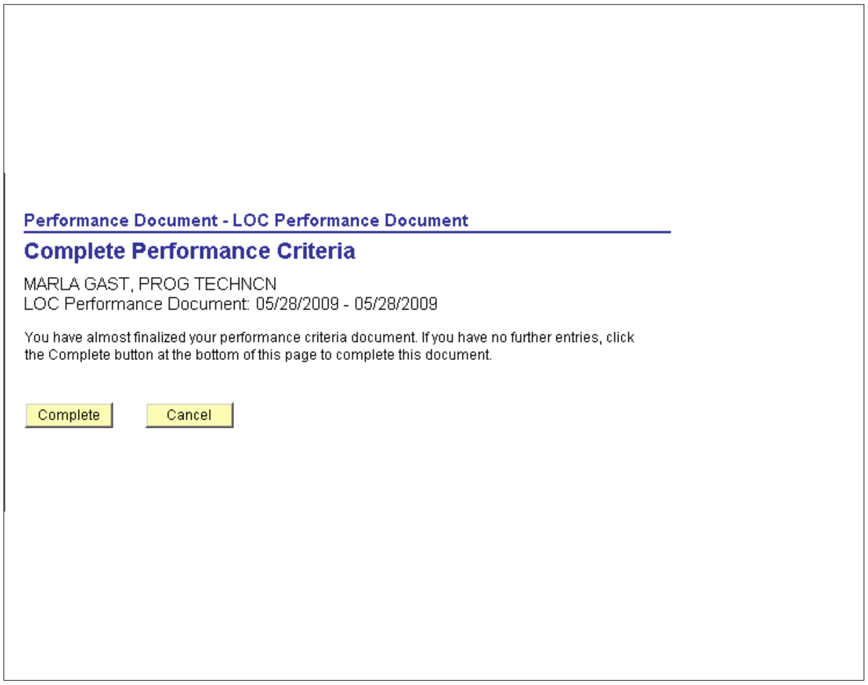
35. Complete the field as follows:

Weight	Enter the Percent % of weight that applies to the Major Area of Responsibility.

36. Click the **Red Pencil** next to each Major Area Of Responsibility to edit and/or add the information.

At this point, the following options are available:

Option	Description
Click **Save**	To save the the information.
Click **Complete**	To finalize the criteria.
Click **Add Attachment**	This option allows the user to add attachment to a Performance Document. The Add Attachment page (**Figure 62**) is displayed.
Click **Cancel**	To cancel and return to the previous page.
Click the ***Return To Document Detail*** link	To return to the Document Detail page.
Click **Ready For Review**	This option allows for the review of the document.


Performance Document - LOC Performance Document

Complete Performance Criteria

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

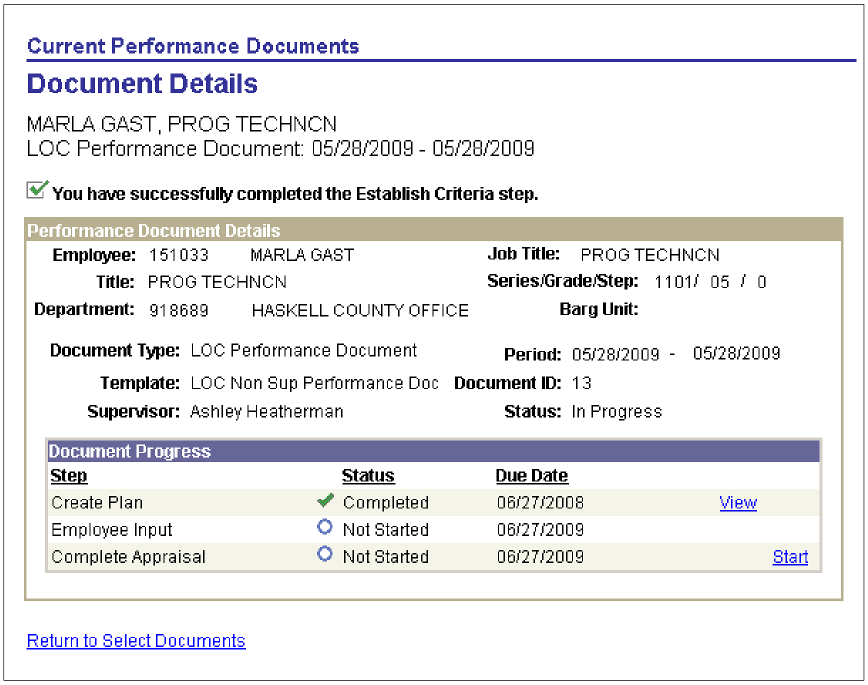
You have almost finalized your performance criteria document. If you have no further entries, click the Complete button at the bottom of this page to complete this document.

Figure 72. Complete Performance Criteria pop-up page

37. Click **Complete** to finalize the criteria. A Complete Performance Criteria pop-up page (**Figure 72**) is displayed to confirm the information on the Performance Document is finalized. The Complete Status -Document Detail page (**Figure 73**) displays the status as completed.

OR

Click **Cancel** to return to the Complete Status - Document Details page (**Figure 60**) without any action.



Current Performance Documents

Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

☑ **You have successfully completed the Establish Criteria step.**

Performance Document Details

Employee: 151033 MARLA GAST
Job Title: PROG TECHNCN
Title: PROG TECHNCN
Series/Grade/Step: 1101/ 05 / 0
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Document Type: LOC Performance Document
Period: 05/28/2009 - 05/28/2009
Template: LOC Non Sup Performance Doc
Document ID: 13
Supervisor: Ashley Heatherman
Status: In Progress

Document Progress

Step		Status	Due Date	
Create Plan	✓	Completed	06/27/2008	View
Employee Input	○	Not Started	06/27/2009	
Complete Appraisal	○	Not Started	06/27/2009	Start

Return to Select Documents

Figure 73. Complete Status - Document Details page

ESS Performance Management

This section discusses how to generate/edit documents as an employee. The selection of the document type determines the page that is displayed.

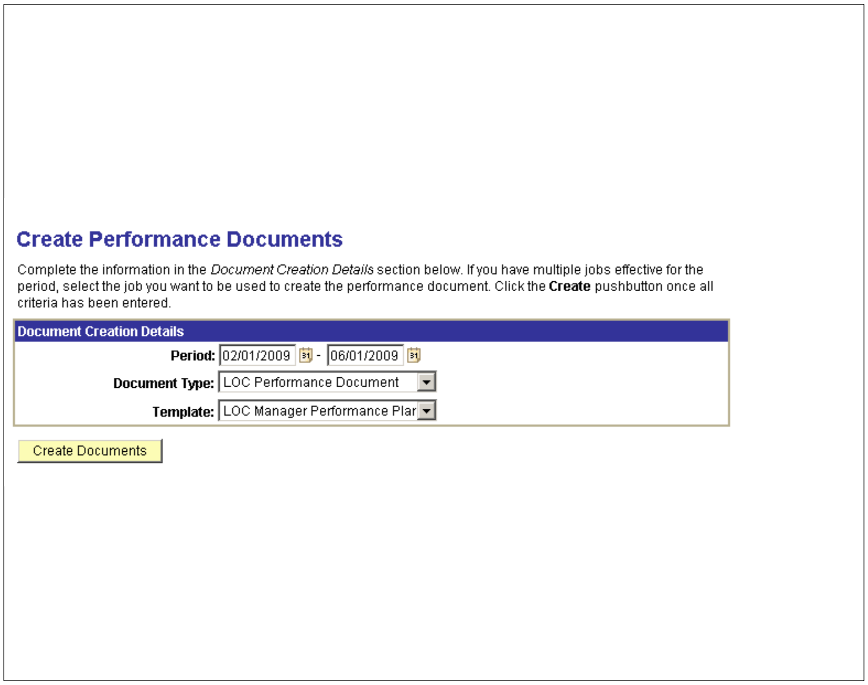
To generate/edit documents as an employee:

1. Select the ***Employee Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***My Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.
4. Select the ***Create Documents*** component. The Create Performance Documents page(**Figure 74**) or Create Development Documents page (**Figure 75**) is displayed.

To complete a Performance Document:



Create Performance Documents

Complete the information in the *Document Creation Details* section below. If you have multiple jobs effective for the period, select the job you want to be used to create the performance document. Click the **Create** pushbutton once all criteria has been entered.

Document Creation Details

Period: 02/01/2009 - 06/01/2009

Document Type: LOC Performance Document

Template: LOC Manager Performance Plar

Figure 74. Create Performance Documents page

5. Complete the fields as follows:

Period	Enter the beginning and ending date of the evaluation period or select a date from the calendar icon.
Document Type	Enter a document type or select data from the drop-down list. The valid values are:

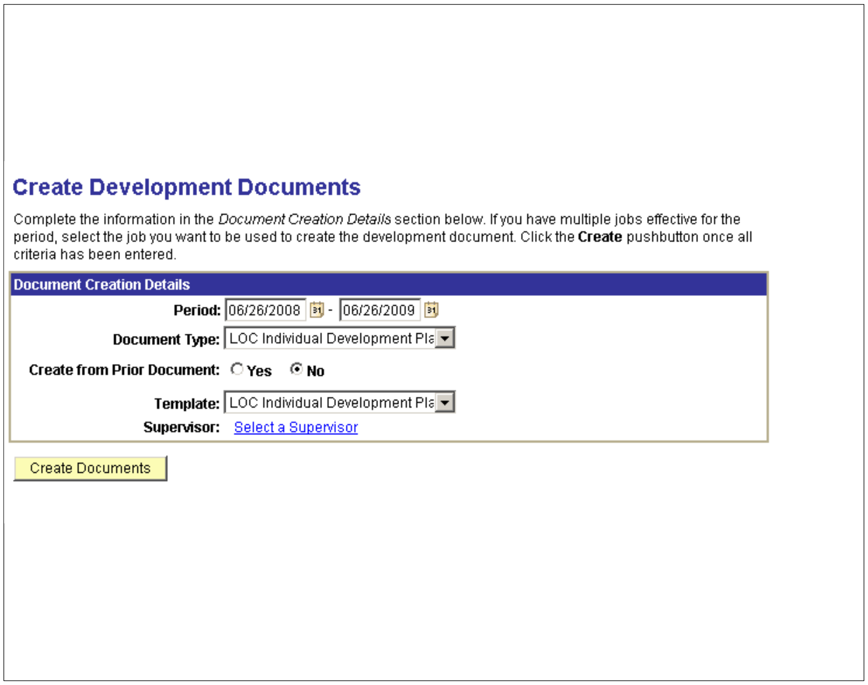
Document Type Valid Values
Annual Review
Job Promotion Review
LCPP
LOC 2477 Performance Appraisal
LOC Performance Plan Template
Performance Document
Performance Improvement Plan
Performance Plan 1
Performance Review
Performance/Salary Evaluation
Progress Reviews
Project Review
Salary Planning
USDA Performance
Update Profile Management

Document Type Valid Values
ePerformance 1
ePerformance Testing
Performance Test 2

Template	Select the document template ID to generate the documents. Document templates are created in the Document Template component. Select a template from the drop- down list. The valid values are `LOC Manage Performance Plan`, and `LOC Non Sup Performance Document`.

OR

To complete A Development Document:



Create Development Documents

Complete the information in the *Document Creation Details* section below. If you have multiple jobs effective for the period, select the job you want to be used to create the development document. Click the **Create** pushbutton once all criteria has been entered.

Document Creation Details

Period: 06/26/2008 - 06/26/2009

Document Type: LOC Individual Development Pla

Create from Prior Document: ○ Yes ● No

Template: LOC Individual Development Pla

Supervisor: Select a Supervisor

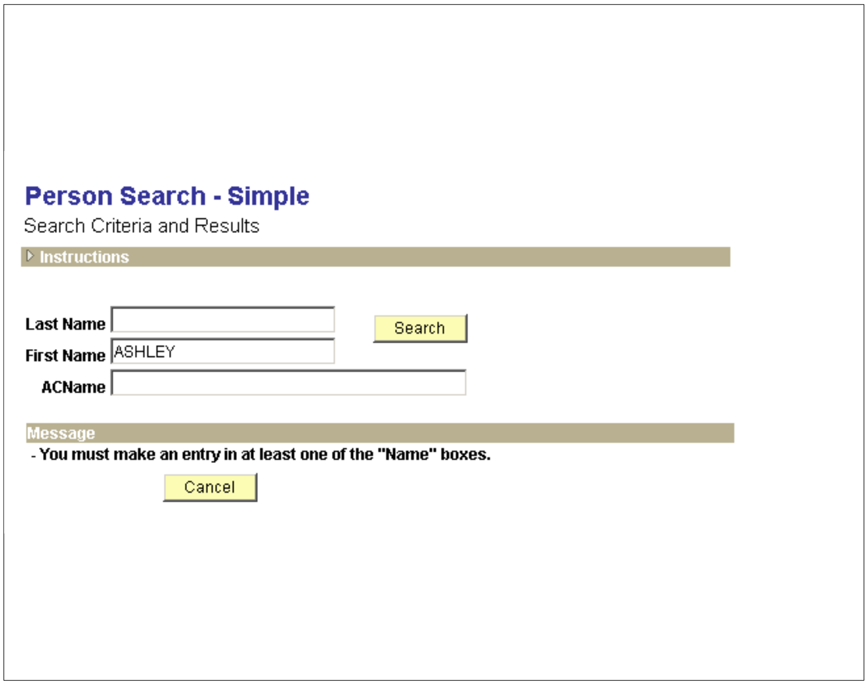
Figure 75. Create Development Documents page

6. Complete the fields as follows:

Period	Enter the beginning and ending date of the development period or select a date from the calendar icon.
Document Type	Enter a document type or select data from the drop-down list. The valid value is `LOC Development Plan`.

Create From Prior Document	This field defaults to `No` do not create a development document from another plan. The valid values are `Yes` create a plan from a previous document, or `No` do not create development document from another plan.
Template	Select the document template ID to generate the documents. Document templates are created in the Document Template component. Select a template from the drop- down list. The valid values is `LOC Development Plan`.

7. Click the ***Select A Manager*** link on the Create Performance Document or Create Development Documents page. The Person Search - Simple page (**Figure 76**) is displayed.



Person Search - Simple

Search Criteria and Results

First Name: ASHLEY

Message

- You must make an entry in at least one of the "Name" boxes.

Figure 76. Person Search - Simple page

8. Complete the fields as follows:

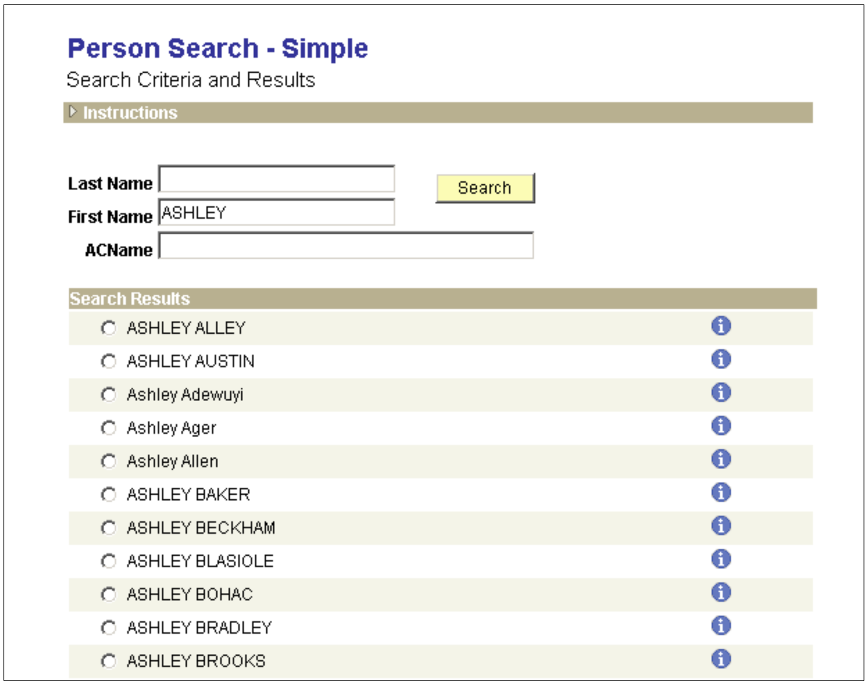
Last Name	Enter the last name of the supervisor.
First Name	Enter the first name of the supervisor.
AC Name	Enter the applicable name.

Note: At least one field must be completed to search for a supervisor.

9. Click **Search**. The Person SEarch - Simple search results page (**Figure 77**) is displayed.

OR

Click **Cancel** to return to the previous page.



Person Search - Simple
Search Criteria and Results
Instructions
Search
Search Results

Last Name
First Name ASHLEY
ACName

○ ASHLEY ALLEY
○ ASHLEY AUSTIN
○ Ashley Adewuyi
○ Ashley Ager
○ Ashley Allen
○ ASHLEY BAKER
○ ASHLEY BECKHAM
○ ASHLEY BLASIOLE
○ ASHLEY BOHAC
○ ASHLEY BRADLEY
○ ASHLEY BROOKS

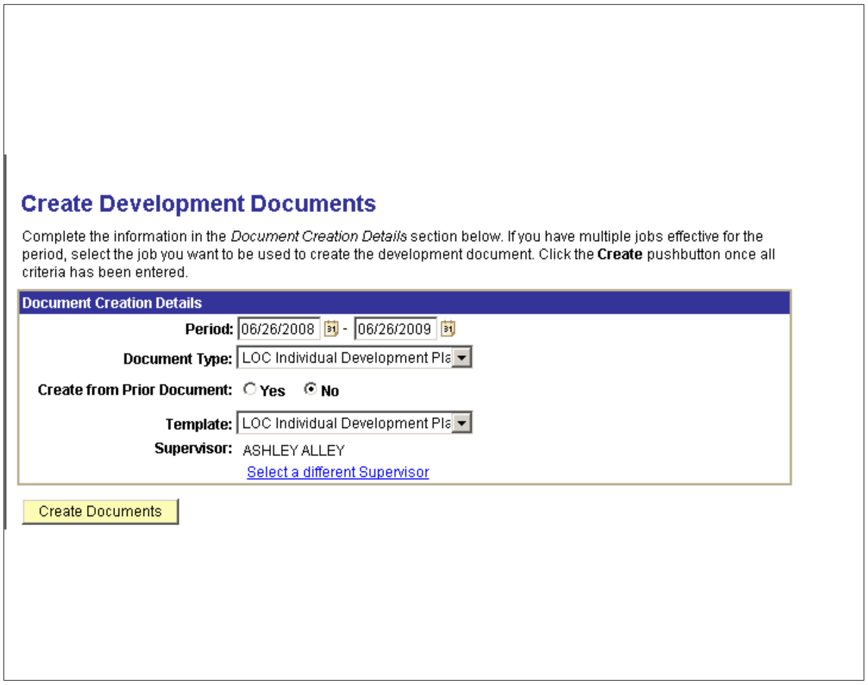
Figure 77. Person Search - Simple search results page

10. Select the radio button next to the person who will function in the manager role for this document.

11. Click **OK**. The supervisor selected will populate the Create Development Documents select supervisor results page (**Figure 78**).

    OR

    Click **Cancel** to return to cancel the search.



Create Development Documents

Complete the information in the *Document Creation Details* section below. If you have multiple jobs effective for the period, select the job you want to be used to create the development document. Click the **Create** pushbutton once all criteria has been entered.

Document Creation Details

Period: 06/26/2008 - 06/26/2009

Document Type: LOC Individual Development Pla

Create from Prior Document: ○ Yes ● No

Template: LOC Individual Development Pla

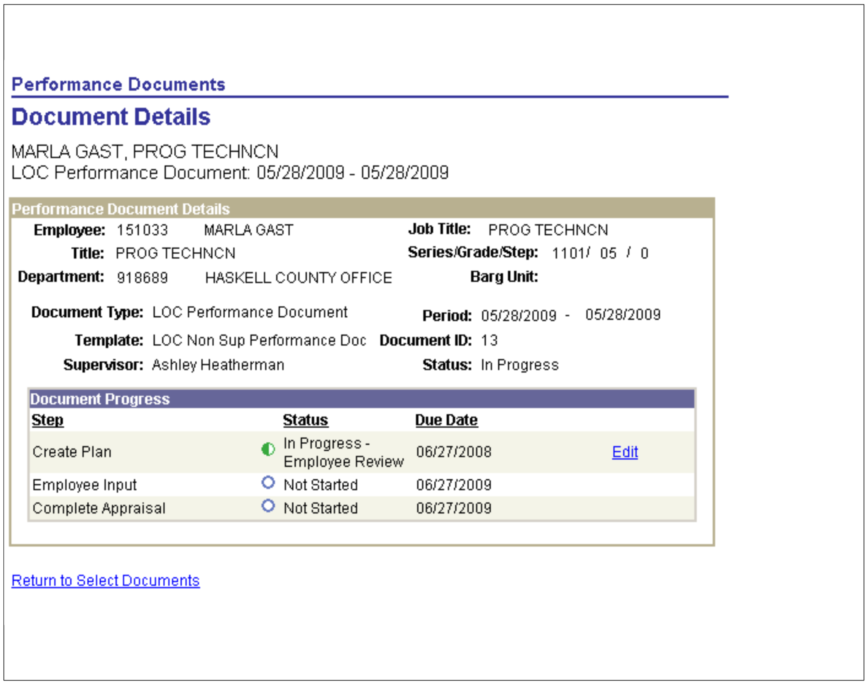
Supervisor: ASHLEY ALLEY

Figure 78. Create Development Documents select supervisor results

12. Click the ***Select A Different Supervisor*** link to change the name and choose a different supervisor.

OR

Click **Create Documents** to create the document. After the document is created, the Document Details - Performance Documents page (**Figure 79**) for the created performance document will display. The process is the same for a Development document, however; the pages will reflect Development in lieu of Performance.



Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Performance Document Details

Employee: 151033 MARLA GAST
Job Title: PROG TECHNCN
Title: PROG TECHNCN
Series/Grade/Step: 1101/ 05 / 0
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Document Type: LOC Performance Document
Period: 05/28/2009 - 05/28/2009
Template: LOC Non Sup Performance Doc
Document ID: 13
Supervisor: Ashley Heatherman
Status: In Progress

Document Progress

Step		Status	Due Date	
Create Plan	◐	In Progress - Employee Review	06/27/2008	Edit
Employee Input	○	Not Started	06/27/2009	
Complete Appraisal	○	Not Started	06/27/2009	

Figure 79. Document Details - Performance Documents page

13. Complete the fields as follows:

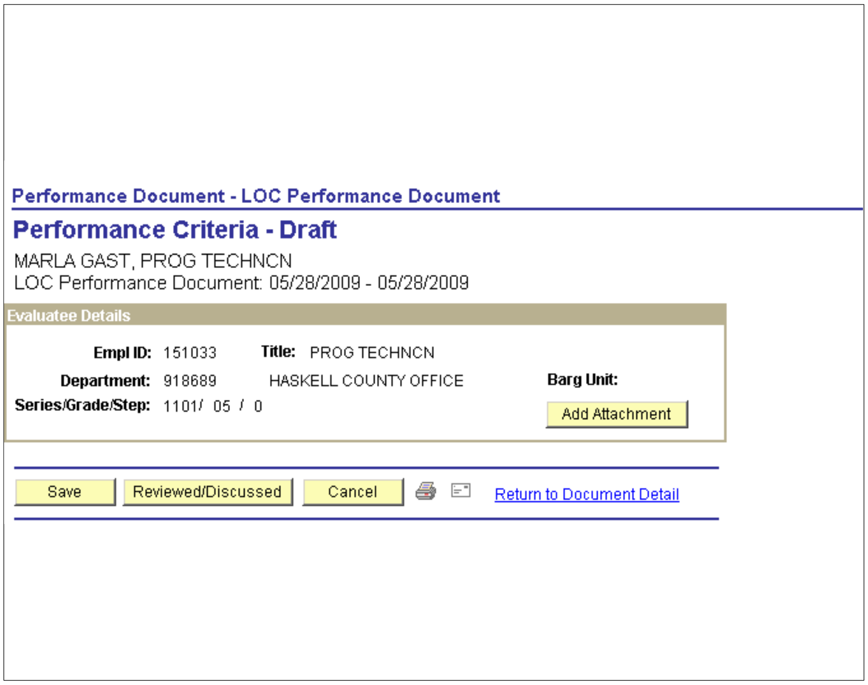
Employee	This field is populated with the employee ID and the name of the employee.
Job Title:	This field is populated with the job title of the employee.
Title:	This field is populated with the title of the employee.
Series/Grade/Step	This field is populated with the job series, grade and step of the employee.
Department	This field is populated with the department code where the employee's job is located.
Barg Unit	This field is populated with the four position numeric Union Bargaining Unit.
Document Type	This field is populated with the document type selected on the Create Performance Documents page (**Figure 55**).
Period	This field is populated with the beginning and end date entered on the Create Performance Documents page (**Figure 55**).

Template	This field is populated from the Create From Prior Document page (**Figure 57**).
Document ID	This field is populated with the document ID number.
Manager	This field is populated with the name of the Manager for the employee.
Status	This field is populated with the status of the performance document.
Step	This column displays The life cycle of the Performance Document. An example is shown below:

Step	Definition
Create Plan	A current Performance Plan
Employee Input	Employee’s chance to enter comments on their own performance.
Manager Input	Manager enters comments and rates the employee. This is equivalent to an Appraisal.
Complete Appraisal	Manager, Participant enters comments, rates the employee and Employee enters comments and approves/denies rating. This is equivalent to an Appraisal.

Status	This field displays the status of each step in the process. Next to each status is a radio button that will be checked when each step is completed.
Due Date	This field displays the due date for each Step in the process.

14. Click the ***Start*** link. next to the applicable Status. For more information regarding Status, refer to Document Status During Review and Approval. The Sections that were setup for the selected Template will display. The Performance Document - Performance Criteria - Draft page (**Figure 80**) displays the details of the employee. This page displays the Plan Definitions in Section.



Performance Document - LOC Performance Document

Performance Criteria - Draft

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Evaluatee Details

Empl ID: 151033
Title: PROG TECHNCN
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Series/Grade/Step: 1101/ 05 / 0

Figure 80. Performance Document - Performance Criteria -Draft

At this point, the following options are available: These options are also at the bottom of the page for ease of use.

Option	Description
Click **Save**	To save the the information.
Click **Add Attachment**	This option allows the user to add attachment to a Performance Document. The Add Attachment page (**Figure 81**) is displayed
Click **Cancel**	To cancel and return to the previous page.
Click the ***Return To Document Detail*** link	To return to the Complete Status - Document Detail page (**Figure 73**).
Click **Reviewed/Discusses**	This option allows for the review of the document.

To Add an Attachment:

15. This option allows the user to add attachments to the Performance Document.

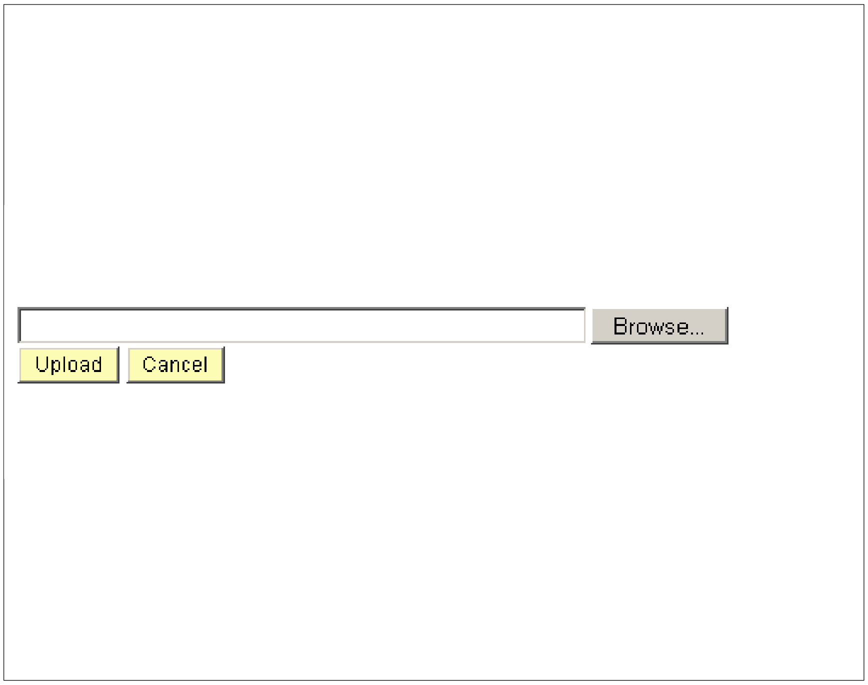


Figure 81. Add Attachment page

16. Complete the fields as follows:

Browse..	Enter the location of the attachment.

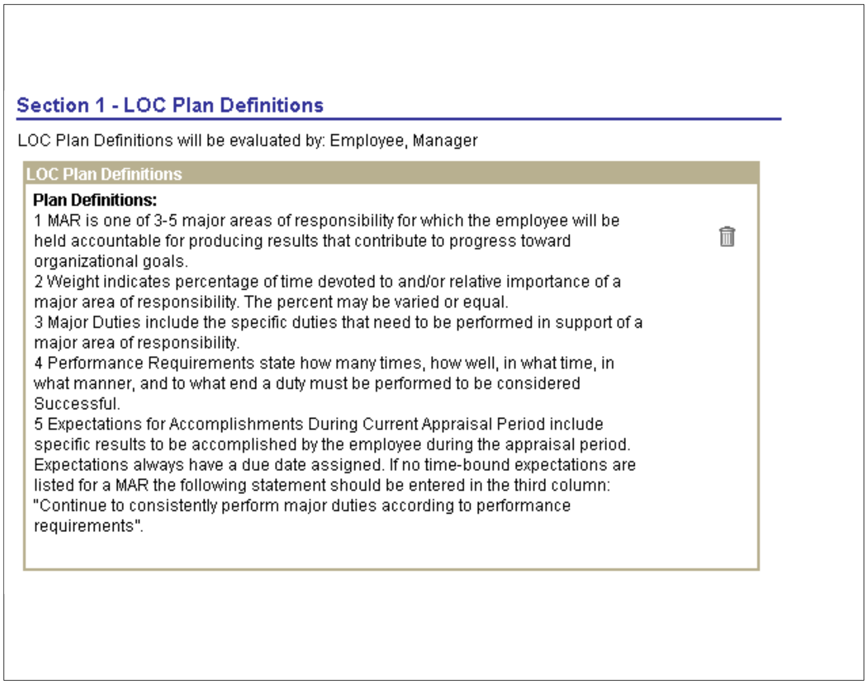
17. Click **Upload** to attach a document or file.

OR

Click **Cancel** to return to the pervious page.

To continue adding criteria in Section 1 - Plan Definitions:

The Section 1 - Plan Definitions section (**Figure 82**) are descriptions of what the Performance Documents will include.



Section 1 - LOC Plan Definitions

LOC Plan Definitions will be evaluated by: Employee, Manager

Plan Definitions:
1 MAR is one of 3-5 major areas of responsibility for which the employee will be held accountable for producing results that contribute to progress toward organizational goals.
2 Weight indicates percentage of time devoted to and/or relative importance of a major area of responsibility. The percent may be varied or equal.
3 Major Duties include the specific duties that need to be performed in support of a major area of responsibility.
4 Performance Requirements state how many times, how well, in what time, in what manner, and to what end a duty must be performed to be considered Successful.
5 Expectations for Accomplishments During Current Appraisal Period include specific results to be accomplished by the employee during the appraisal period. Expectations always have a due date assigned. If no time-bound expectations are listed for a MAR the following statement should be entered in the third column: "Continue to consistently perform major duties according to performance requirements".

Figure 82. Section 1 - Plan Definitions

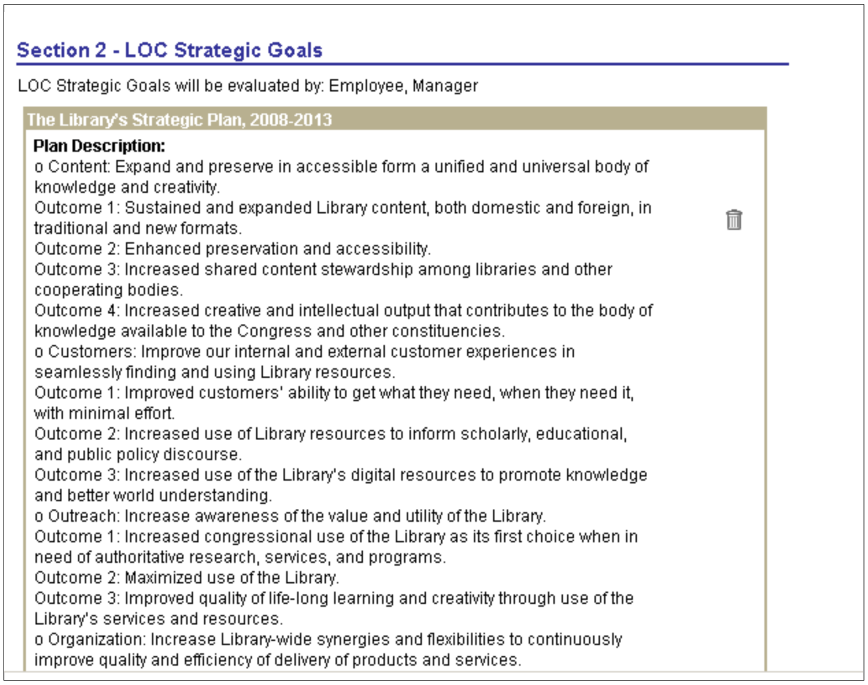
18. Complete the field as follows:

Plan Definitions	This field describes what the performance document should include. If the Plan exists, this section is populated for review/edit. If the Plan is new, complete the definitions for the Plan.

To continue adding criteria in Section 2 - Strategic Goals:

Section 1 - Plan Definitions (**Figure 83**) contains the goals of the Performance Plan.

The Strategic goals is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance. A strategic goal may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.



Section 2 - LOC Strategic Goals

LOC Strategic Goals will be evaluated by: Employee, Manager

The Library's Strategic Plan, 2008-2013

Plan Description:

o Content: Expand and preserve in accessible form a unified and universal body of knowledge and creativity.
Outcome 1: Sustained and expanded Library content, both domestic and foreign, in traditional and new formats.
Outcome 2: Enhanced preservation and accessibility.
Outcome 3: Increased shared content stewardship among libraries and other cooperating bodies.
Outcome 4: Increased creative and intellectual output that contributes to the body of knowledge available to the Congress and other constituencies.
o Customers: Improve our internal and external customer experiences in seamlessly finding and using Library resources.
Outcome 1: Improved customers' ability to get what they need, when they need it, with minimal effort.
Outcome 2: Increased use of Library resources to inform scholarly, educational, and public policy discourse.
Outcome 3: Increased use of the Library's digital resources to promote knowledge and better world understanding.
o Outreach: Increase awareness of the value and utility of the Library.
Outcome 1: Increased congressional use of the Library as its first choice when in need of authoritative research, services, and programs.
Outcome 2: Maximized use of the Library.
Outcome 3: Improved quality of life-long learning and creativity through use of the Library's services and resources.
o Organization: Increase Library-wide synergies and flexibilities to continuously improve quality and efficiency of delivery of products and services.

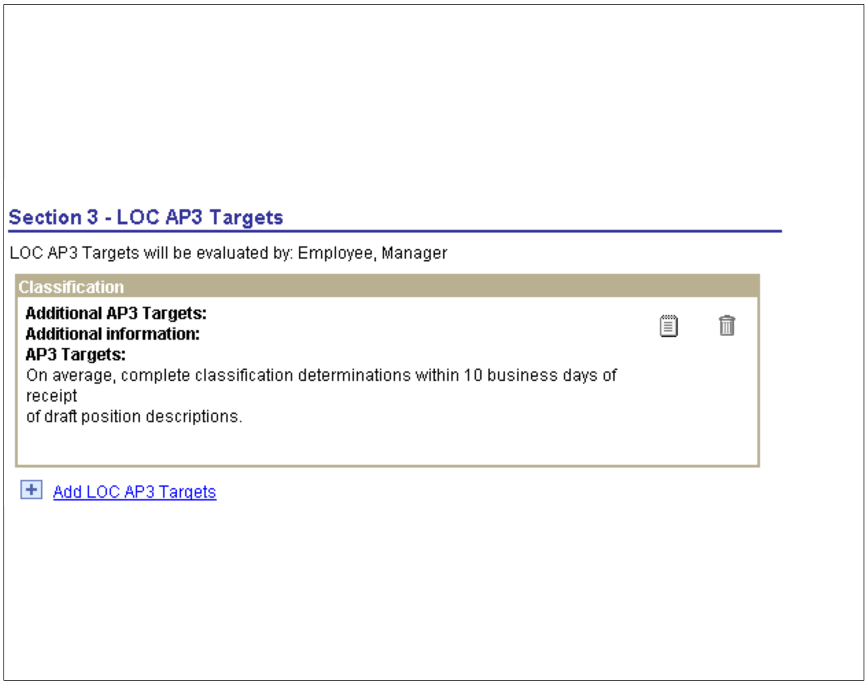
Figure 83. Section 2 - Strategic Goals

19. Complete the field as follows:

Strategic Plan, (xxxx - xxxx)	This field is the employee's goals and beginning and ending date for the Performance Plan. If the Plan exists, this section is populated for review/edit. If the Plan is new, complete the Strategic Plan

To continue adding criteria Section 3 - Targets

Section 3 - Targets (**Figure 84**) may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.



Section 3 - LOC AP3 Targets

LOC AP3 Targets will be evaluated by: Employee, Manager

Classification

Additional AP3 Targets:
Additional information:
AP3 Targets:
On average, complete classification determinations within 10 business days of receipt
of draft position descriptions.

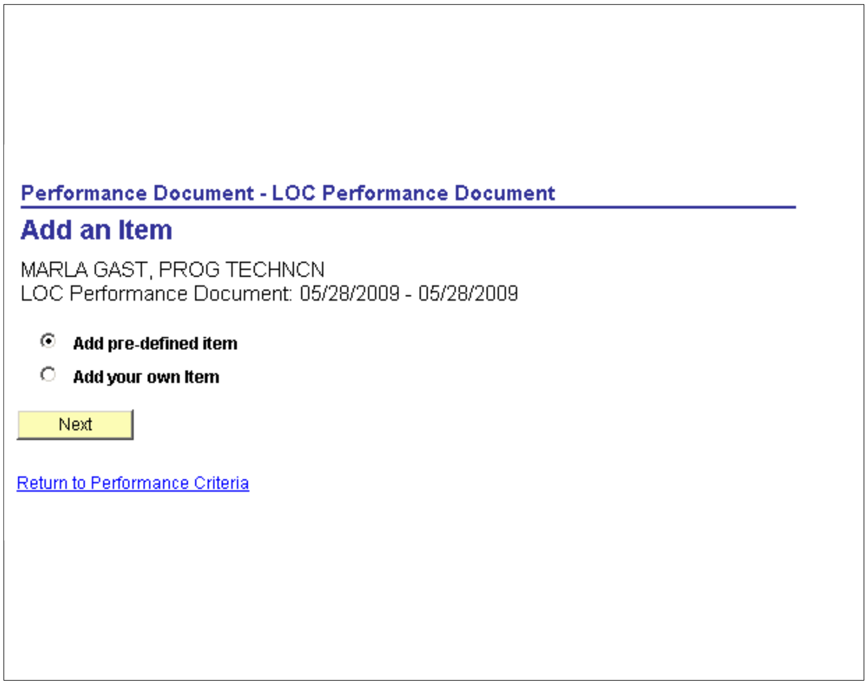
Figure 84. Section 3 - Targets

20. Complete the field as follows:

FYXX Goals	This section describes the but is not limited to, quality, cost-efficiency, timeliness, and manner of performance. If the Plan exists, then this section is populated for review/edit. If the Plan is new, then complete the target goals for the Plan.

To Add Pre-defined/Add Your Own Item(s):

21. Click the **+** to add additional targets. The Add An Item - Performance Document page (**Figure 85**) is displayed.



Performance Document - LOC Performance Document

Add an Item

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

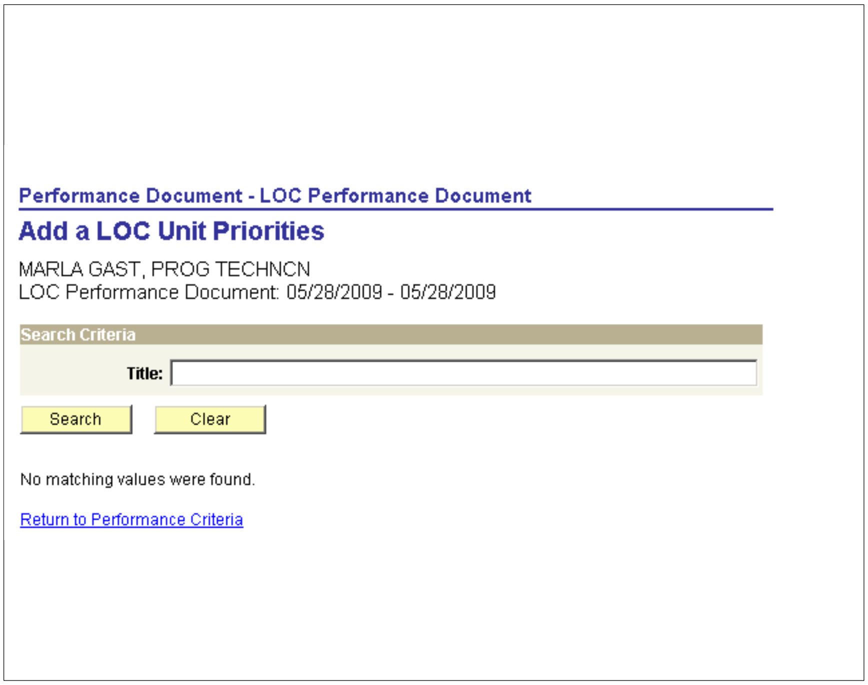
● Add pre-defined item
○ Add your own Item

Next
Return to Performance Criteria

Figure 85. Add An Item - Performance Document page

22. Complete the fields as follows:

Add Pre-Defined Item	Select this radio button to select a pre-defined item. If a predefined item is not available, the Pre-defined Item page (**Figure 86**) is displayed.



Performance Document - LOC Performance Document

Add a LOC Unit Priorities

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Search Criteria

Title:

Search
Clear

No matching values were found.

Return to Performance Criteria

Figure 86. Pre-Defined Item page

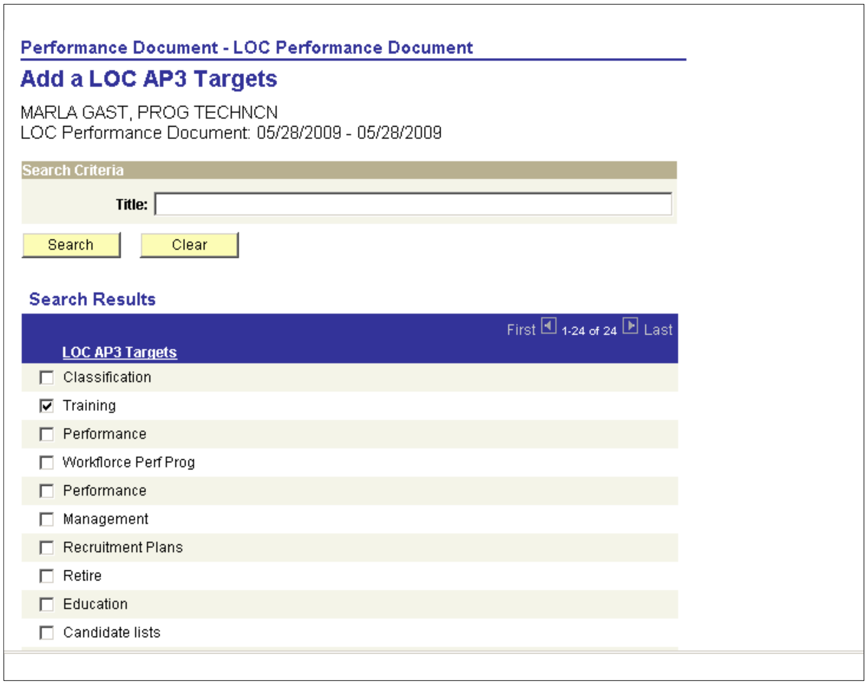
23. Complete the field as follows:

Title	Enter the title of the pre-defined item.

24. Click **Search**. The Pre-Defined Results page (**Figure 87**) is displayed. Select the applicable titles.

OR

Click **Clear** to clear the entry.



Performance Document - LOC Performance Document

Add a LOC AP3 Targets

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Search Criteria

Title:

Search Results

LOC AP3 Targets

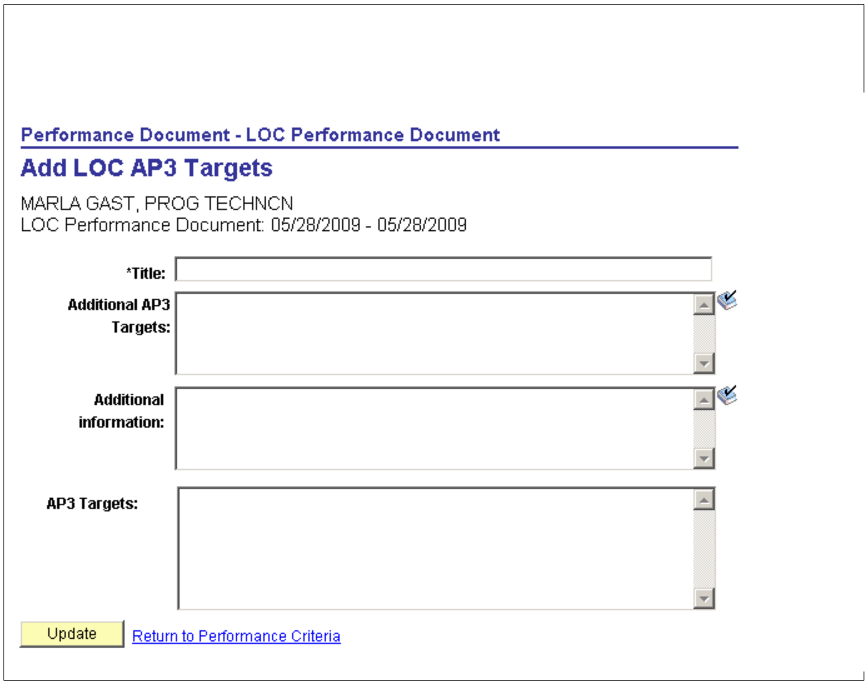
☐ Classification
☑ Training
☐ Performance
☐ Workforce Perf Prog
☐ Performance
☐ Management
☐ Recruitment Plans
☐ Retire
☐ Education
☐ Candidate lists

Figure 87. Pre-Defined Results page

25. Click **Save**. The pre-defined item is added to the document.

OR

Add Your Own Item	Select this radio button to add a new item. The Add Your Own Item (Section XX - Results) page (**Figure 88**) is displayed.



Performance Document - LOC Performance Document

Add LOC AP3 Targets

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

*Title:
Additional AP3 Targets:
Additional information:
AP3 Targets:
Update
Return to Performance Criteria

Figure 88. Add Your Own Item (Section XX - Results) page

26. Complete the fields as follows:

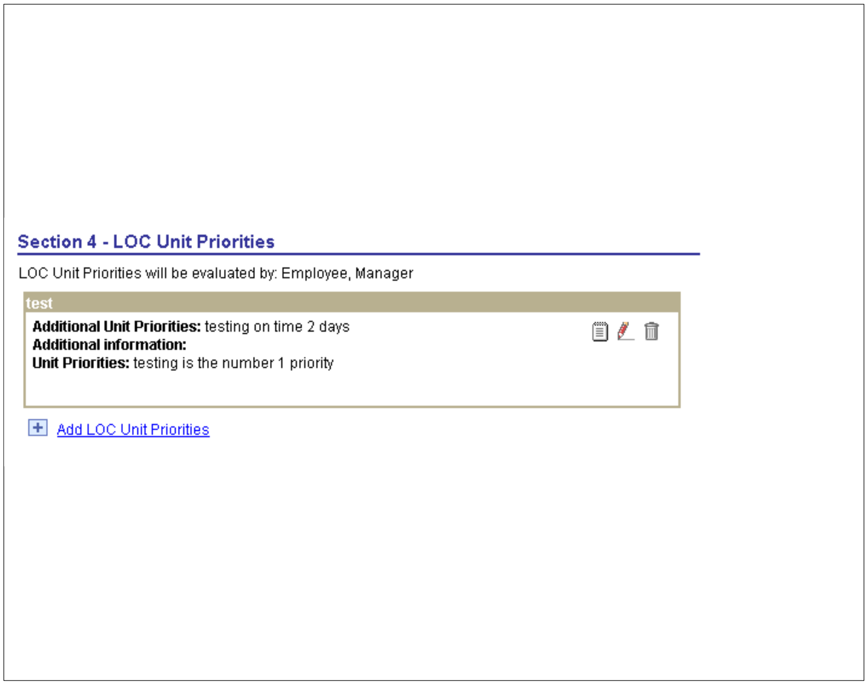
***Title**	Enter the title of the item to be added.
Additonal XXX (Targets)	Add additional (XXXX) items.
Additional Information	Enter additional information on the item.
A(x) Targets	Add AP(X) targets for this item.

27. Click **Update**. The added item will appear on the document.

OR

Click the ***Return To Performance Criteria*** link to return to the document.

To continue adding criteria Section 4 - Priorities:



Section 4 - LOC Unit Priorities

LOC Unit Priorities will be evaluated by: Employee, Manager

test

Additional Unit Priorities: testing on time 2 days
Additional information:
Unit Priorities: testing is the number 1 priority

Figure 89. Section 4 - Unit Priorities

28. Complete the field as follows:

Description	This field is the description for priority of the unit. If the Plan exists, this section is populated for review/edit. If the Plan is new, complete the unit priorities for the Plan.

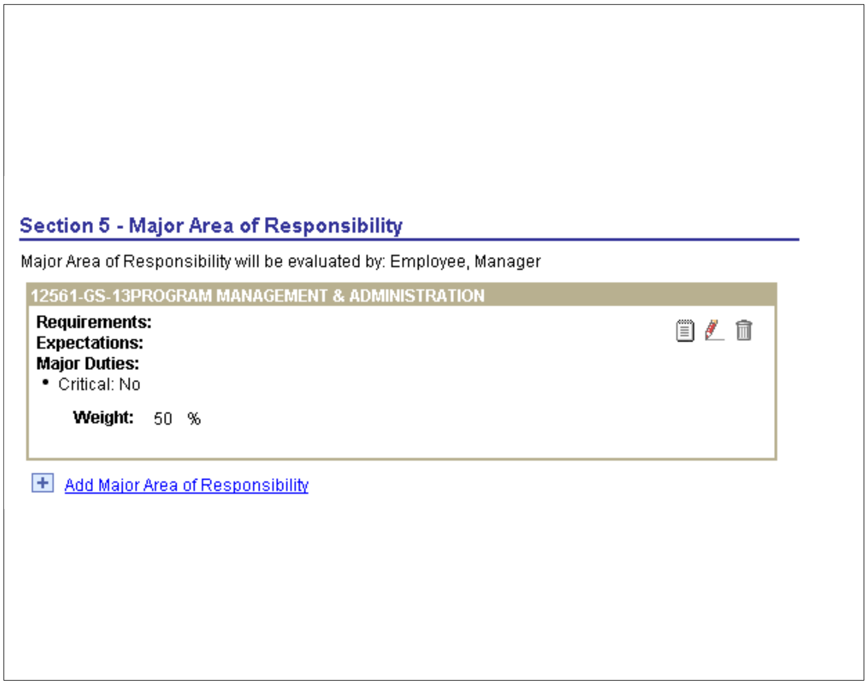
To continue adding criteria for Section 5 - Major Area Of Responsibility:

This section is the major area of responsibilities of the employee, the performance requirements, and the expectations of the employee.

This section also allows the Manager to add the weight (criticality) of the responsibility. This section will be evaluated by the Employee and the Manager.

Below is a description of the types of responsibility and performance requirement.

Types Of Responsibility	Performance Requirement
Major Duties	A critical element is a work assignment or responsibilities of such importance, that unacceptable performance in the element would result in a determination that the employee’s overall performance is unacceptable.
Performance Requirement	The performance standard is a management approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance.
Expectations	An expectation may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.



Section 5 - Major Area of Responsibility

Major Area of Responsibility will be evaluated by: Employee, Manager

12561-GS-13PROGRAM MANAGEMENT & ADMINISTRATION

Requirements:
Expectations:
Major Duties:
- Critical: No

Weight: 50 %

Figure 90. Section 5 - Major Area Of Responsibility

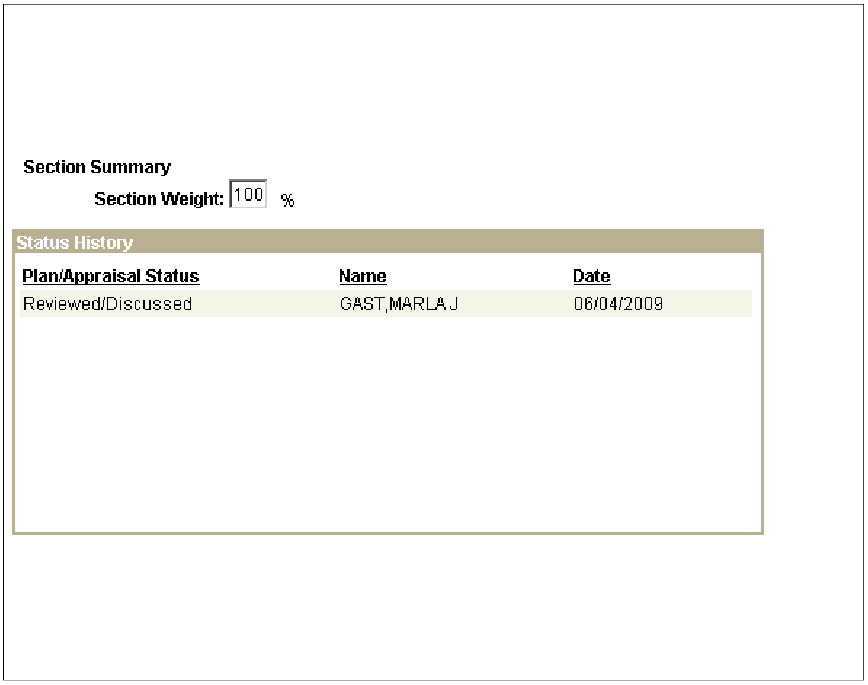
29. Complete the field as follows:

Weight	Enter the Percent % of weight that applies to the Major Area of Responsibility.

30. Click the **Red Pencil** next to each Major Area Of Responsibility to edit the information.

To continue adding criteria for Section Summary:

The Section Summary (**Figure 91**) list documents created and their statuses.



Section Summary

Section Weight: 100 %

Status History

Plan/Appraisal Status	Name	Date
Reviewed/Discussed	GAST,MARLA J	06/04/2009

Figure 91. Section Summary

At this point, the following options are available:

Option	Description
Click **Save**	To save the the information.
Click **Complete**	To finalize the criteria.
Click **Add Attachment**	This option allows the user to add attachment to a Performance Document. The Add Attachment page (**Figure 81**) is displayed
Click **Cancel**	To cancel and return to the previous page.
Click the ***Return To Document Detail*** link	To return to the Document Details - Performance Documents page (**Figure 79**).
Click **Ready For Review**	This option allows for the review of the document.

Modifying Evaluation Criteria

This section provides an overview of evaluation criteria modifications and discusses how to modify criteria.

The draft criteria document, that is generated from the document template contains the evaluation criteria and item wording that are specified on the document template. The Establish Criteria step enables a manager, an employee, or both to tailor the document templates evaluation criteria for the employee prior to generating evaluations for the employee.

Depending on the role’s capabilities on the document template, evaluators can make the following modifications to the criteria document:

- Add items such as goals, responsibilities, competencies, or user defined content items to a section - Add free-form items or select pre-defined items from a prompt table. Free-form subitems can be added or pre-defined subitems can be selected that are already in the Establish Criteria document.
- Criteria cannot be deleted if it is identified as mandatory on the template.
- The criteria detail that can be edited during the Establish Criteria step depends on whether or not the items are defined as mandatory and whether or not the items are coded, as shown in the table below:

If The Item Is	Editable Fields For Coded Items	Editable fields for Not Coded (Free-Form) Items
Mandatory	Status Percent Complete Target Rating	Status Percent Complete Target Rating
Not Mandatory	Supports Critical Ownership Due Date Reminder Date Status Percent Complete Target Rating	Title Description Measurement Supports Critical Ownership Due Date Reminder Date Status Percent Complete Target Rating

When the document criteria is satisfactory, the designed completer completes the document. Individual Evaluations can be generated by role from a completed criteria document. The document can also be reopened for further modifications.

Either a manager or an employee can add performance notes during the Establish Criteria step. These notes are linked to the section and item to which they apply. Later in the process, the person that entered a note can access the note to review, update it, or include it in their section or item comments.

Before evaluation criteria can be modified, The HR Administrator must complete the following tasks:

1. Activate the establish criteria process. Select the Establish Criteria check box on the General tab - Template Definition page (**Figure 16**).

2. Define the rules for the establish criteria process. Complete the fields in the Establish Criteria group box on the Process tab - Template Definition page (**Figure 17**).

3. Activate the ability to add items to the <document type> - Criteria - Draft Document. Select the Add Items - Establish Criteria check box on the Structure tab - Template Definition page (**Figure 18**).

4. Activate the ability to add items to the <document type> - Criteria - Draft Document for each specific role. Select the Add check box in the Item tab on the Structure region - Template Definition page (**Figure 18**).

The following are the pages used to modify Evaluation Criteria:

Note: The navigation paths and page documentation in this section refers to modifying sections of an evaluation document. All sections on a development document work similarly and use the same page formats. The information could be different depending on the template setup.

1. Select the ***Manager Self Service*** menu.

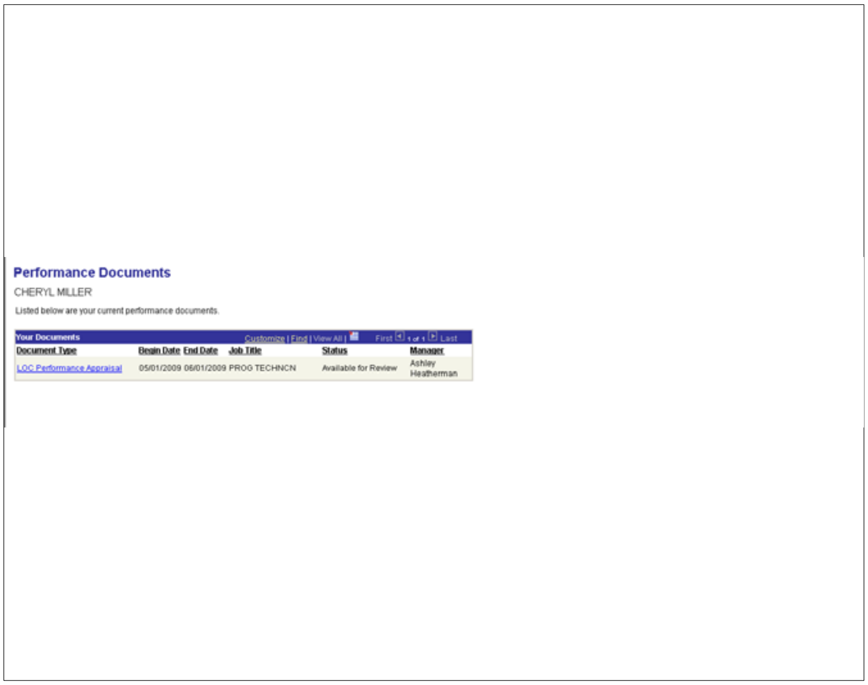
   OR

   Select the ***Employee Self Service*** menu.
2. Select the ***Performance Management*** menu group. This menu group is accessed by the Manager or Employee.
3. Select the ***Performance Documents*** menu item or the ***Development Documents*** to access performance/development documents as a manager.

   OR

   Select the ***My Performance Documents*** or ***Development Documents*** menu item to access performance/development documents an employee.
4. Select the ***Current Documents*** component. This component allows the manager/employee to view/modify current documents. The Performance Documents (current) list page (ESS) (**Figure 92**) as an employee and Current Performance Documents list page (MSS) (**Figure 96**) as a manager. Development Documents current list page has the same page views and options.

To modify a Current Performance Document (ESS):



Performance Documents

CHERYL MILLER

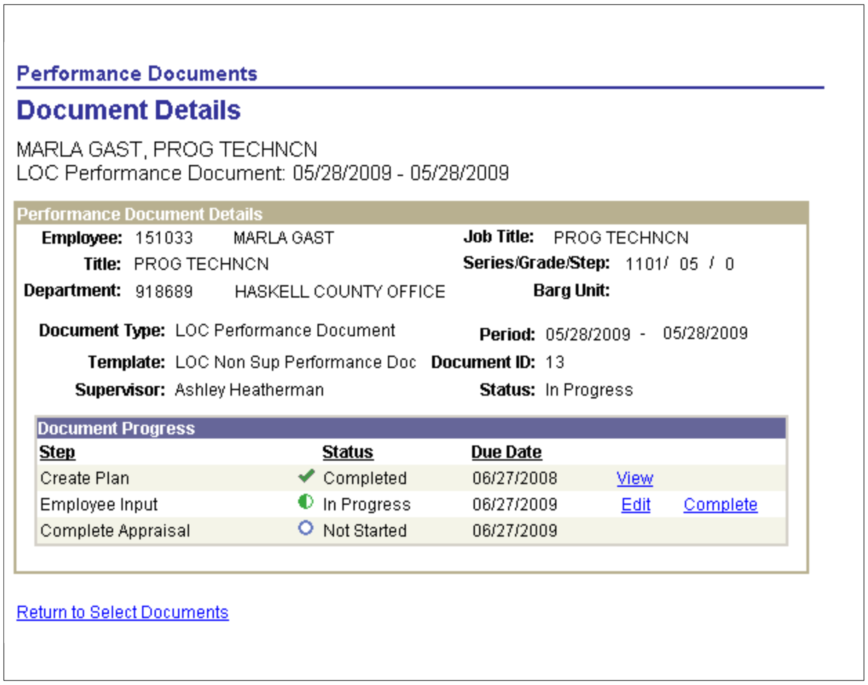
Listed below are your current performance documents.

Your Documents

Document Type	Begin Date	End Date	Job Title	Status	Manager
LOC Performance Appraisal	05/01/2009	06/01/2009	PROG TECHNCN	Available for Review	Ashley Heatherman

Figure 92. Performance Documents (current) list page (ESS)

5. Select the applicable document type by clicking the ***Document Type*** link. The Document Details - Performance Documents page (**Figure 93**) is displayed.



Performance Documents

Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Performance Document Details

Employee: 151033 MARLA GAST
Job Title: PROG TECHNCN
Title: PROG TECHNCN
Series/Grade/Step: 1101/ 05 / 0
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Document Type: LOC Performance Document
Period: 05/28/2009 - 05/28/2009
Template: LOC Non Sup Performance Doc
Document ID: 13
Supervisor: Ashley Heatherman
Status: In Progress

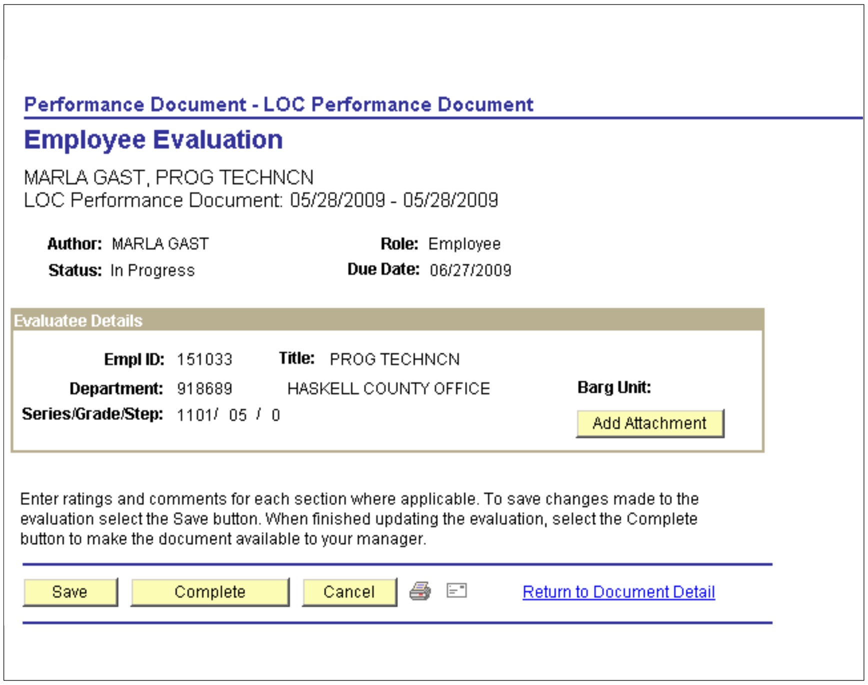
Document Progress

Step	Status	Due Date		
Create Plan	✓ Completed	06/27/2008	View	
Employee Input	◐ In Progress	06/27/2009	Edit	Complete
Complete Appraisal	○ Not Started	06/27/2009		

Figure 93. Document Details - Performance Documents page (ESS)

At this point, the following options are available:

Step	Description
Click the ***Edit*** link	To edit a document. The Document Details - Draft page(**Figure 93**) is displayed. For more information regarding the completion of the Document Details page, refer to ESS Performance Management or MSS Performance Management.
Click the ***View*** link	To view a completed document.
Click the ***Complete*** link	To complete a step in the process. The Employee Evaluation - Current Performance Document page(ESS) (**Figure 94**) or the


Performance Document - LOC Performance Document
Employee Evaluation
Evaluatee Details
Add Attachment
Save
Complete
Cancel
Return to Document Detail

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Author: MARLA GAST
Role: Employee
Status: In Progress
Due Date: 06/27/2009

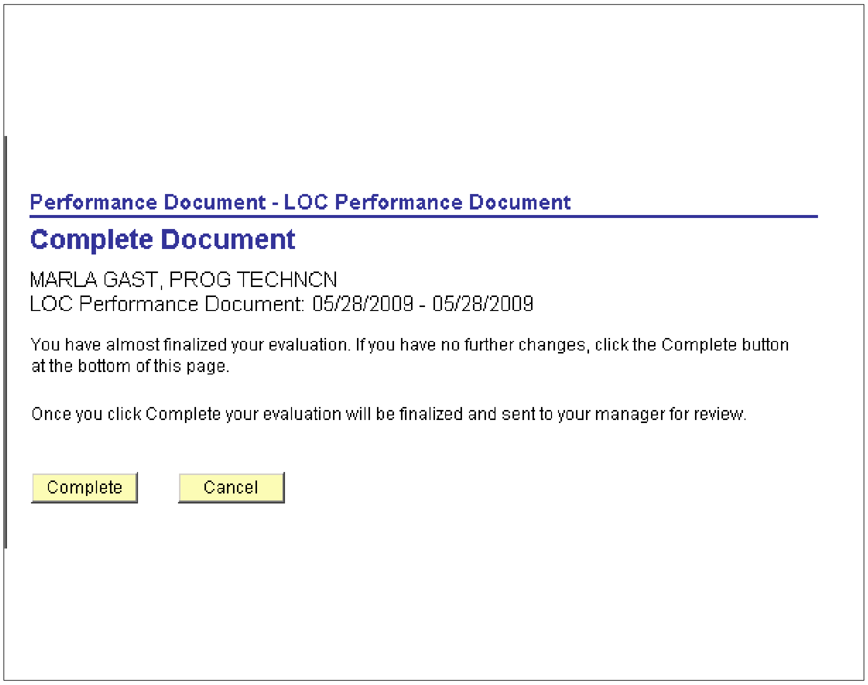
Empl ID: 151033
Title: PROG TECHNCN
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Series/Grade/Step: 1101/ 05 / 0

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Figure 94. Employee Evaluation - Current Performance Documents page (ESS)

At this point, the following options are available: These steps are also at the bottom of the page.

Step	Description
Click **Save**	To save the Performance or Document Criteria - Draft document.
Click **Complete**	To complete the Evaluation Criteria step. This button is only enable if the roles assigned can complete this step. The Complete Document - Performance Document pop-up (**Figure 95**) is displayed.
Click **Cancel**	To cancel the changes and return to the Document Details page.
Click **Reopen**	To reopen a criteria document that was previously completed. This button displays only if the establish criteria process is completed. **Note:** After a role evaluation is created or a pending nomination is accepted, the criteria document cannot be reopened. This button no longer appears on the document, unless all pending nominations have been cancelled and all evaluations have been deleted.



Performance Document - LOC Performance Document

Complete Document

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

You have almost finalized your evaluation. If you have no further changes, click the Complete button at the bottom of this page.

Once you click Complete your evaluation will be finalized and sent to your manager for review.

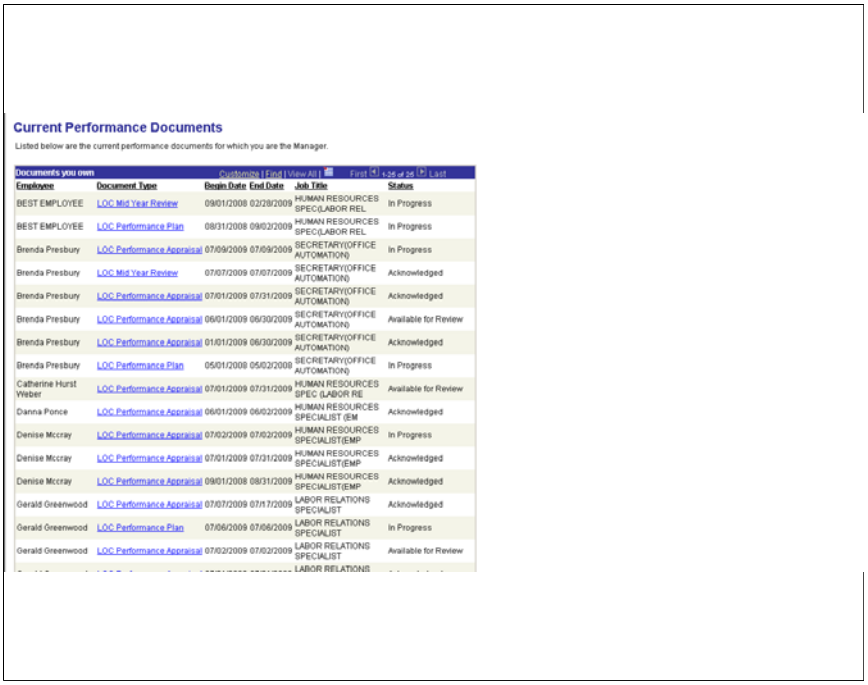
Figure 95. Complete Document - Performance Document page (ESS)

6. Click **Complete**. The document status will be marked `Complete`.

   OR

   Click **Cancel**. The Employee Evaluation - Current Performance Document page (ESS) (**Figure 94**) is displayed.

To modify a Current Performance Document (MSS):



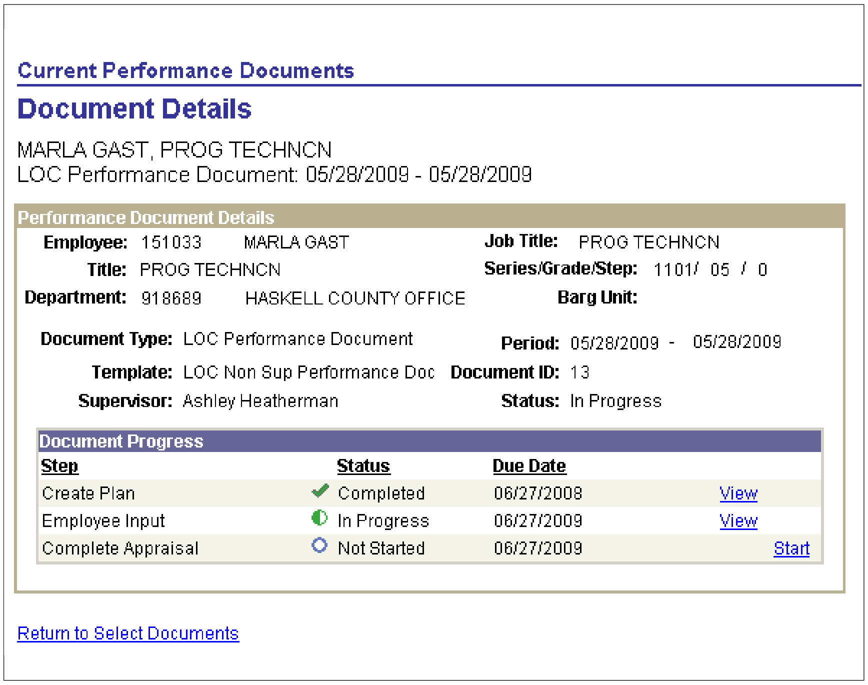
Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Employee	Document Type	Begin Date	End Date	Job Title	Status
BEST EMPLOYEE	LOC Mid Year Review	09/01/2008	02/28/2009	HUMAN RESOURCES SPEC(LABOR REL	In Progress
BEST EMPLOYEE	LOC Performance Plan	08/31/2008	09/02/2009	HUMAN RESOURCES SPEC(LABOR REL	In Progress
Brenda Presbury	LOC Performance Appraisal	07/09/2009	07/09/2009	SECRETARY(OFFICE AUTOMATION)	In Progress
Brenda Presbury	LOC Mid Year Review	07/07/2009	07/07/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Appraisal	07/01/2009	07/31/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Appraisal	06/01/2009	06/30/2009	SECRETARY(OFFICE AUTOMATION)	Available for Review
Brenda Presbury	LOC Performance Appraisal	01/01/2009	06/30/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Plan	05/01/2008	05/02/2008	SECRETARY(OFFICE AUTOMATION)	In Progress
Catherine Hurst Weber	LOC Performance Appraisal	07/01/2009	07/31/2009	HUMAN RESOURCES SPEC (LABOR RE	Available for Review
Danna Ponce	LOC Performance Appraisal	06/01/2009	06/02/2009	HUMAN RESOURCES SPECIALIST (EM	Acknowledged
Denise Mccray	LOC Performance Appraisal	07/02/2009	07/02/2009	HUMAN RESOURCES SPECIALIST(EMP	In Progress
Denise Mccray	LOC Performance Appraisal	07/01/2009	07/31/2009	HUMAN RESOURCES SPECIALIST(EMP	Acknowledged
Denise Mccray	LOC Performance Appraisal	09/01/2008	08/31/2009	HUMAN RESOURCES SPECIALIST(EMP	Acknowledged
Gerald Greenwood	LOC Performance Appraisal	07/07/2009	07/17/2009	LABOR RELATIONS SPECIALIST	Acknowledged
Gerald Greenwood	LOC Performance Plan	07/06/2009	07/06/2009	LABOR RELATIONS SPECIALIST	In Progress
Gerald Greenwood	LOC Performance Appraisal	07/02/2009	07/02/2009	LABOR RELATIONS SPECIALIST	Available for Review

Figure 96. Current Performance Documents list page (MSS)

7. Select the applicable document type by clicking the ***Document Type*** link. The Document Details - Performance Documents page (MSS) (**Figure 97**) is displayed.



Current Performance Documents

Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Performance Document Details

Employee: 151033 MARLA GAST
Job Title: PROG TECHNCN
Title: PROG TECHNCN
Series/Grade/Step: 1101/ 05 / 0
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Document Type: LOC Performance Document
Period: 05/28/2009 - 05/28/2009
Template: LOC Non Sup Performance Doc
Document ID: 13
Supervisor: Ashley Heatherman
Status: In Progress

Document Progress

Step	Status	Due Date	
Create Plan	✓ Completed	06/27/2008	View
Employee Input	◐ In Progress	06/27/2009	View
Complete Appraisal	○ Not Started	06/27/2009	Start

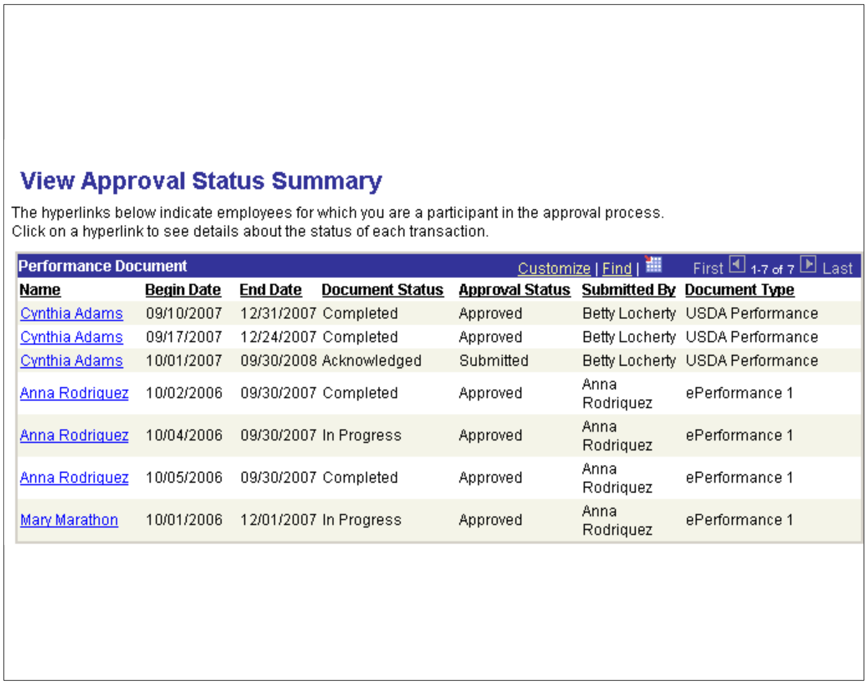
Figure 97. Document Details - Performance Documents page (MSS)

Note: The navigation and completion instructions for (MSS) Current Documents are the same as the navigation and completion instruction for (ESS) Current Documents.

Viewing Document Statuses

To view the status of a document:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Documents*** menu group.
3. Select the ***View Approval Status*** component. The View Approval Status Summary page (**Figure 98**) is displayed. This is a view only page.



View Approval Status Summary

The hyperlinks below indicate employees for which you are a participant in the approval process.
Click on a hyperlink to see details about the status of each transaction.

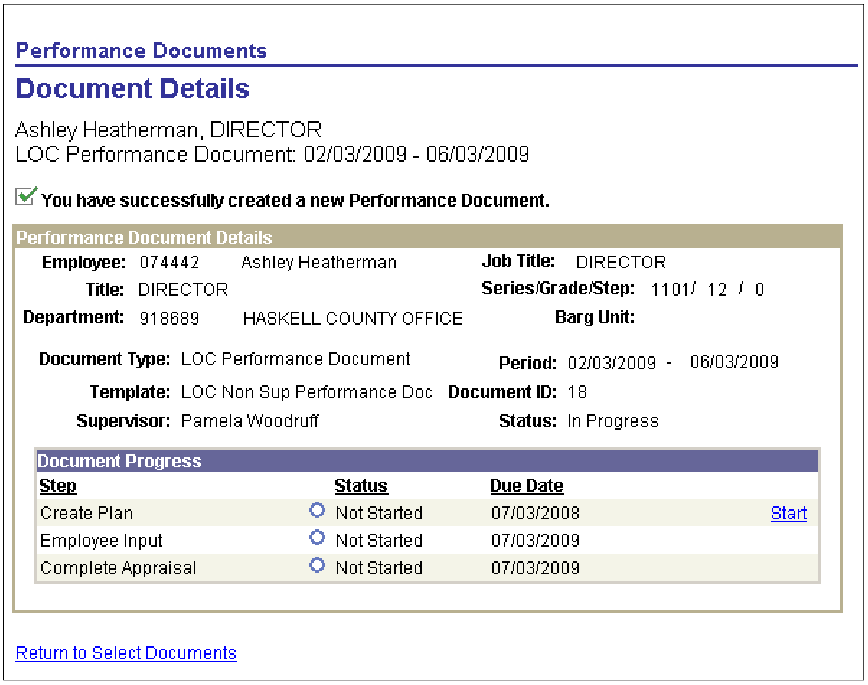
Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Document Type
Cynthia Adams	09/10/2007	12/31/2007	Completed	Approved	Betty Locherty	USDA Performance
Cynthia Adams	09/17/2007	12/24/2007	Completed	Approved	Betty Locherty	USDA Performance
Cynthia Adams	10/01/2007	09/30/2008	Acknowledged	Submitted	Betty Locherty	USDA Performance
Anna Rodriquez	10/02/2006	09/30/2007	Completed	Approved	Anna Rodriquez	ePerformance 1
Anna Rodriquez	10/04/2006	09/30/2007	In Progress	Approved	Anna Rodriquez	ePerformance 1
Anna Rodriquez	10/05/2006	09/30/2007	Completed	Approved	Anna Rodriquez	ePerformance 1
Mary Marathon	10/01/2006	12/01/2007	In Progress	Approved	Anna Rodriquez	ePerformance 1

Figure 98. View Approval Status Summary page

Viewing Document Progress Details

To view current Document Details

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Documents*** menu group.
3. Select the ***Current Documents*** component. The Document Details - Current Performance Documents page (**Figure 99**) is displayed. The information that appears on this page is controlled by a combination of the document template, the role that accesses page, and the status of each step.



Performance Documents

Document Details

Ashley Heatherman, DIRECTOR
LOC Performance Document: 02/03/2009 - 06/03/2009

✓ **You have successfully created a new Performance Document.**

Performance Document Details

Employee: 074442 Ashley Heatherman **Job Title:** DIRECTOR
Title: DIRECTOR **Series/Grade/Step:** 1101/ 12 / 0
Department: 918689 HASKELL COUNTY OFFICE **Barg Unit:**

Document Type: LOC Performance Document **Period:** 02/03/2009 - 06/03/2009
Template: LOC Non Sup Performance Doc **Document ID:** 18
Supervisor: Pamela Woodruff **Status:** In Progress

Document Progress

Step	Status	Due Date	
Create Plan	○ Not Started	07/03/2008	Start
Employee Input	○ Not Started	07/03/2009	
Complete Appraisal	○ Not Started	07/03/2009	

Return to Select Documents

Figure 99. Document Details - Current Performance Documents page

Note: The information at the top of the page is the Employees name and title in addition to the document details and time frame covered.

4. The following fields are populated and are view only:

Employee	This field is populated with the employee’s first and last name.
Job Title	This field is populated with the employee’s job title.
Document Type	This field is populated with the type of document selected and should be the same document type at the top of the page.
Period	The field is populated with the period selected and should be the same period at the top of the page.
Template	This field is populated with the template name
Document ID	This field is populated with the document ID number.
Manager	This field is populated with the manager’s name that has accessed this performance document.

Status	This field is populated and displays the status of the document.

To view and complete the Document Status region:

Step - Establish Evaluation Criteria	Establish Criteria appears only if the Establish Criteria check box is selected on the General tab - Template Definition page (**Figure 16**).

The table below shows the possible actions for the Establish Criteria step and the conditions under which each step is enabled. The document template is setup on the Establish Criteria region of the Process tab - Template Definition page (**Figure 17**).

Action	Step Status	Document Template Setup
Start	`Not Started`	The Updated By check box is selected for the role.
Edit	`In Progress`	The Updated By check box is selected for the role.
Complete	`In Progress`	The role is selected in Competed By Field.
View Criteria	`Complete`	This link appears appears to all roles that are defined on the document template.

Action	Step Status	Role
Start	`Not Started`	`Employee`
Edit	`In Progress`	`Employee`
View	`Complete`	`Employee` `Manager`

Step - Complete Manager Evaluation	This step always appears in the Document Progress region because a manager evaluation is always required. The step is labeled differently depending on the status of the step and the review process selected.

The actions for this step depends on the review option that is selected.

Additional actions for the manager evaluation are available if the document template specifies a review process that required review or approval. These are `Mark Available`, `Review Held`, `Acknowledge`, `Submit`, and `Complete`.

Note: For the purpose of publishing performance results, the definition of `Complete` depends on the performance process that is selected on the General tab - Template Definition page (**Figure 16**) when creating templates. Documents that require approval are considered complete when the approval status is `Approved` and the document status is `Complete`.

Action	Step Status	Role
Start	`Not Started`	`Manager`
Edit	`In Progress`	`Manager`
View	`Complete`	`Employee` `Manager`

Selecting Documents

This section explains how to access the following documents as a Manager, Employee and a HR Administrator. The navigation for selecting documents is dependant on the individuals Role.

The following sections explain the navigation of each Role.

Select Current Performance Documents

Select Current Development Documents

Select Current Performance Documents

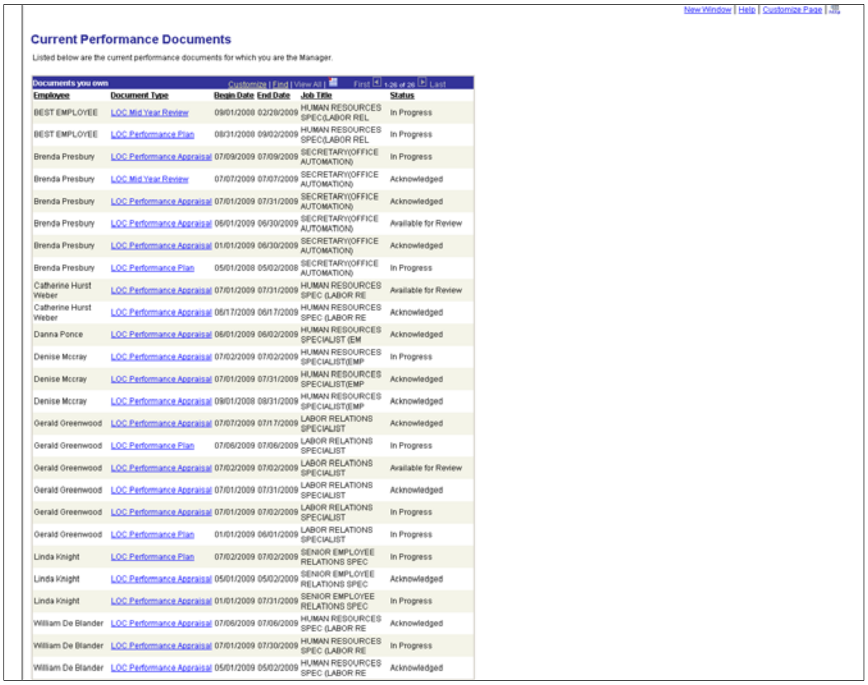
The information that appears on page depends on the path with which the page is accessed. Below is an example of Current Performance Documents - Manager Self Service page (**Figure 100**).

This grid lists all documents with status that are not `Complete` or `Canceled` as a manager. `Completed` documents are listed on the Historical Documents page.

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item to access performance documents as a manager.
4. Select the ***Current Documents*** component. This component allows the manager to view/modify a document for one employee at a time. The Current Performance Document page(**Figure 100**) is displayed.

   OR

   Select the ***Current Documents By Group*** component. This component allows the manager to view/modify a document for a group of employees. The Current Documents By Group page will display.



New Window | Help | Customize Page

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Documents you own
Customize | Find | View All |
First 1-26 of 26 Last

Employee	Document Type	Begin Date	End Date	Job Title	Status
BEST EMPLOYEE	LOC Mid Year Review	09/01/2008	02/28/2009	HUMAN RESOURCES SPEC(LABOR REL	In Progress
BEST EMPLOYEE	LOC Performance Plan	08/31/2008	09/02/2009	HUMAN RESOURCES SPEC(LABOR REL	In Progress
Brenda Presbury	LOC Performance Appraisal	07/09/2009	07/09/2009	SECRETARY(OFFICE AUTOMATION)	In Progress
Brenda Presbury	LOC Mid Year Review	07/07/2009	07/07/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Appraisal	07/01/2009	07/31/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Appraisal	06/01/2009	06/30/2009	SECRETARY(OFFICE AUTOMATION)	Available for Review
Brenda Presbury	LOC Performance Appraisal	01/01/2009	06/30/2009	SECRETARY(OFFICE AUTOMATION)	Acknowledged
Brenda Presbury	LOC Performance Plan	05/01/2008	05/02/2008	SECRETARY(OFFICE AUTOMATION)	In Progress
Catherine Hurst Weber	LOC Performance Appraisal	07/01/2009	07/31/2009	HUMAN RESOURCES SPEC (LABOR RE	Available for Review
Catherine Hurst Weber	LOC Performance Appraisal	06/17/2009	06/17/2009	HUMAN RESOURCES SPEC (LABOR RE	Acknowledged
Danna Ponce	LOC Performance Appraisal	06/01/2009	06/02/2009	HUMAN RESOURCES SPECIALIST (EM	Acknowledged
Denise Mccray	LOC Performance Appraisal	07/02/2009	07/02/2009	HUMAN RESOURCES SPECIALIST(EMP	In Progress
Denise Mccray	LOC Performance Appraisal	07/01/2009	07/31/2009	HUMAN RESOURCES SPECIALIST(EMP	Acknowledged
Denise Mccray	LOC Performance Appraisal	09/01/2008	08/31/2009	HUMAN RESOURCES SPECIALIST(EMP	Acknowledged
Gerald Greenwood	LOC Performance Appraisal	07/07/2009	07/17/2009	LABOR RELATIONS SPECIALIST	Acknowledged
Gerald Greenwood	LOC Performance Plan	07/06/2009	07/06/2009	LABOR RELATIONS SPECIALIST	In Progress
Gerald Greenwood	LOC Performance Appraisal	07/02/2009	07/02/2009	LABOR RELATIONS SPECIALIST	Available for Review
Gerald Greenwood	LOC Performance Appraisal	07/01/2009	07/31/2009	LABOR RELATIONS SPECIALIST	Acknowledged
Gerald Greenwood	LOC Performance Appraisal	07/01/2009	07/02/2009	LABOR RELATIONS SPECIALIST	In Progress
Gerald Greenwood	LOC Performance Plan	01/01/2009	06/01/2009	LABOR RELATIONS SPECIALIST	In Progress
Linda Knight	LOC Performance Plan	07/02/2009	07/02/2009	SENIOR EMPLOYEE RELATIONS SPEC	In Progress
Linda Knight	LOC Performance Appraisal	05/01/2009	05/02/2009	SENIOR EMPLOYEE RELATIONS SPEC	Acknowledged
Linda Knight	LOC Performance Appraisal	01/01/2009	07/31/2009	SENIOR EMPLOYEE RELATIONS SPEC	In Progress
William De Blander	LOC Performance Appraisal	07/06/2009	07/06/2009	HUMAN RESOURCES SPEC (LABOR RE	Acknowledged
William De Blander	LOC Performance Appraisal	07/01/2009	07/30/2009	HUMAN RESOURCES SPEC (LABOR RE	In Progress
William De Blander	LOC Performance Appraisal	05/01/2009	05/02/2009	HUMAN RESOURCES SPEC (LABOR RE	Acknowledged

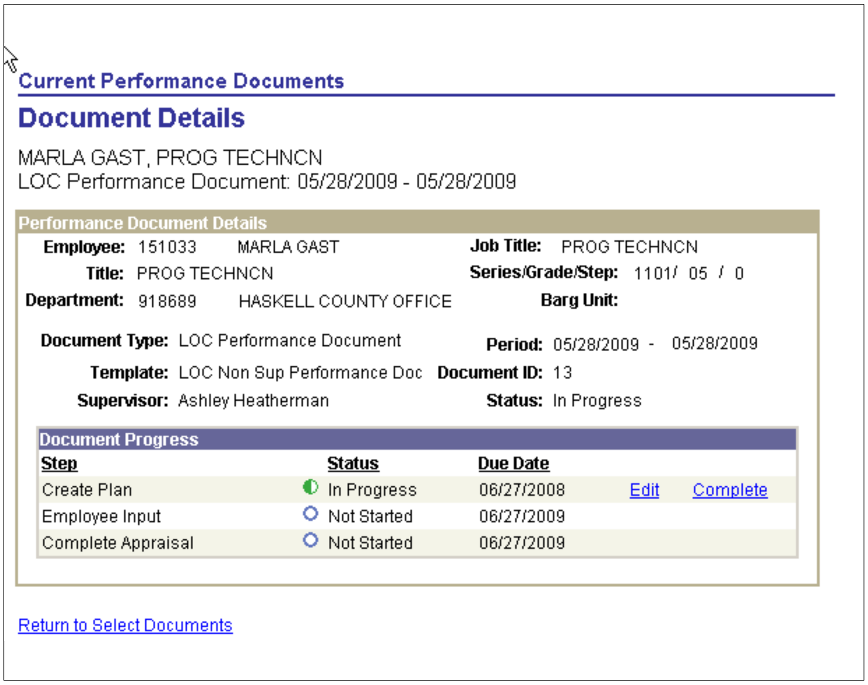
Figure 100. Current Performance Documents page

5. The fields on this page are as follow:

Employee	This column is populated with the name of the employee.
Document Type	This column is populated with the document type selected on the Create Performance page (**Figure 55**).
Template	This column is populated from the template selected on the Create From Prior Document page (**Figure 57**).
Begin Date	This column is populated with the begin date entered on the Create Performance page (**Figure 55**).
End Date	This column is populated with the end date entered on the Create Performance page (**Figure 55**).
Job Title	This column is populated with the job title of the employee.
Status	This column is the status of the current documents for each employee. The valid values are as follows:

Status Valid Values
In Progress
Acknowledged

6. Select the ***Document Type*** link to view or edit the detail of the document. The Current Performance Documents - Document Details page (**Figure 101**) for an individual employee is displayed. This page is used to track a Performance Document's progress. The name of the employee, Job Title, Type of Document, and the Begin and End Date of the Performance Document is populated at the top of the window.



Current Performance Documents

Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Performance Document Details

Employee: 151033 MARLA GAST
Job Title: PROG TECHNCN
Title: PROG TECHNCN
Series/Grade/Step: 1101/ 05 / 0
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Document Type: LOC Performance Document
Period: 05/28/2009 - 05/28/2009
Template: LOC Non Sup Performance Doc
Document ID: 13
Supervisor: Ashley Heatherman
Status: In Progress

Document Progress

Step	Status	Due Date		
Create Plan	◐ In Progress	06/27/2008	Edit	Complete
Employee Input	○ Not Started	06/27/2009		
Complete Appraisal	○ Not Started	06/27/2009		

Return to Select Documents

Figure 101. Document Details - Current Performance Documents page

If this page is accessed through the Employee Self-Service menu, the only document that appear are current documents for that employee. The ***Employee Name*** column does not appear, but a column on the gird lists the manager of the employee for the document.

Select Current Development Documents

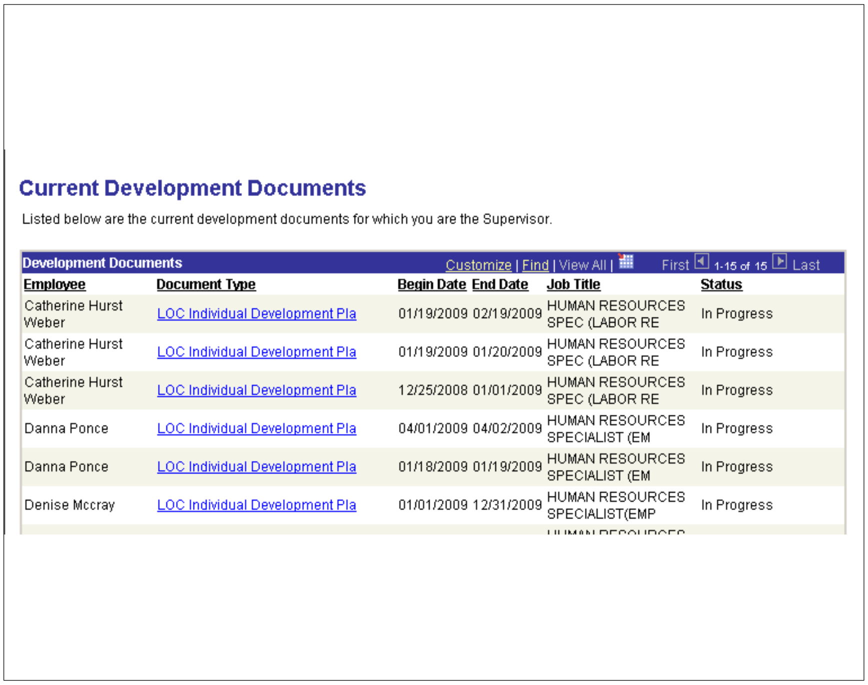
The information that appears on page depends on the path with which the page is accessed. Below is an example of the Current Development Documents - Manager Self Service page (**Figure 102**).

1. Select the ***Manager Self Service*** menu.

2. Select the ***Performance Management*** menu group.

3. Select the ***Development Documents*** menu item to access performance documents as a manager.

4. Select the ***Current Documents*** component. This component allows the manager to view/modify a document for one employee at a time. The Current Development Documents page(MSS)(**Figure 102**) is displayed.



Current Development Documents

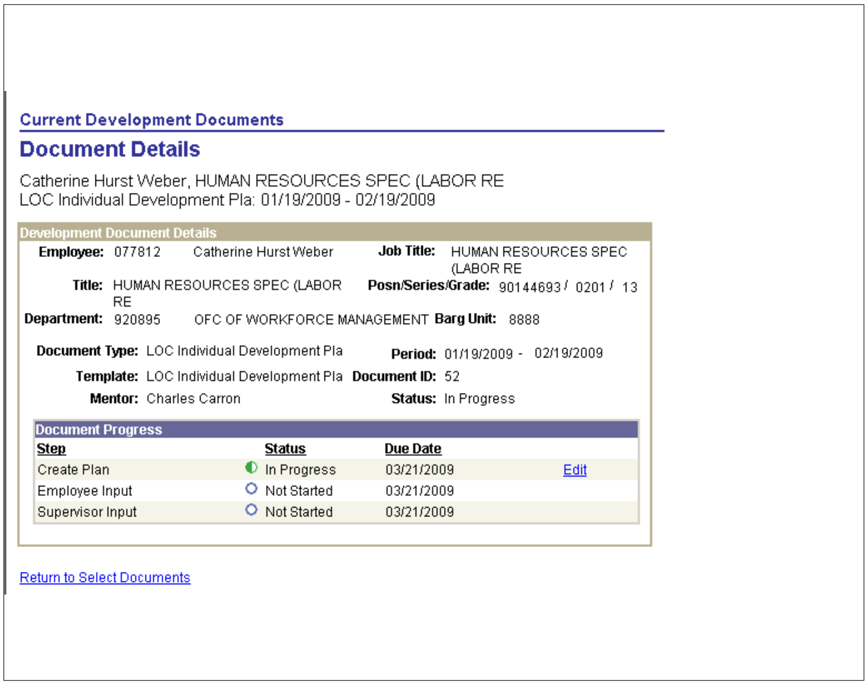
Listed below are the current development documents for which you are the Supervisor.

Development Documents

Employee	Document Type	Begin Date	End Date	Job Title	Status
Catherine Hurst Weber	LOC Individual Development Pla	01/19/2009	02/19/2009	HUMAN RESOURCES SPEC (LABOR RE	In Progress
Catherine Hurst Weber	LOC Individual Development Pla	01/19/2009	01/20/2009	HUMAN RESOURCES SPEC (LABOR RE	In Progress
Catherine Hurst Weber	LOC Individual Development Pla	12/25/2008	01/01/2009	HUMAN RESOURCES SPEC (LABOR RE	In Progress
Danna Ponce	LOC Individual Development Pla	04/01/2009	04/02/2009	HUMAN RESOURCES SPECIALIST (EM	In Progress
Danna Ponce	LOC Individual Development Pla	01/18/2009	01/19/2009	HUMAN RESOURCES SPECIALIST (EM	In Progress
Denise Mccray	LOC Individual Development Pla	01/01/2009	12/31/2009	HUMAN RESOURCES SPECIALIST(EMP	In Progress

Figure 102. Current Development Documents page (MSS)

5. Click the ***Document Type*** link to view/modify the Current Development Document Details page (**Figure 103**) is displayed.



Current Development Documents

Document Details

Catherine Hurst Weber, HUMAN RESOURCES SPEC (LABOR RE
LOC Individual Development Pla: 01/19/2009 - 02/19/2009

Development Document Details

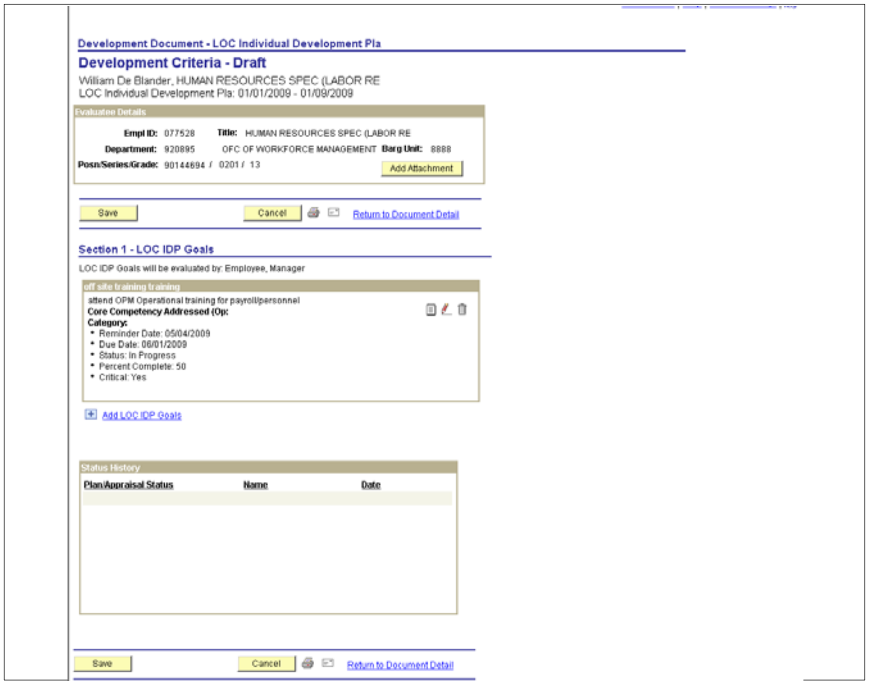
Employee: 077812 Catherine Hurst Weber
Job Title: HUMAN RESOURCES SPEC (LABOR RE
Title: HUMAN RESOURCES SPEC (LABOR RE
Posn/Series/Grade: 90144693 / 0201 / 13
Department: 920895 OFC OF WORKFORCE MANAGEMENT
Barg Unit: 8888
Document Type: LOC Individual Development Pla
Period: 01/19/2009 - 02/19/2009
Template: LOC Individual Development Pla
Document ID: 52
Mentor: Charles Carron
Status: In Progress

Document Progress

Step	Status	Due Date	
Create Plan	◐ In Progress	03/21/2009	Edit
Employee Input	○ Not Started	03/21/2009	
Supervisor Input	○ Not Started	03/21/2009	

Figure 103. Current Development Document Details page (MSS)

6. Click the ***Edit*** link to modify or view the development document. The Development Criteria - Draft - Development Document - LOC Individual Development Plan page (**Figure 104**) is displayed.


Development Document - LOC Individual Development Pla

Development Criteria - Draft

William De Blander, HUMAN RESOURCES SPEC (LABOR RE
LOC Individual Development Pla: 01/01/2009 - 01/09/2009

Evaluatee Details

Empl ID: 077528 **Title:** HUMAN RESOURCES SPEC (LABOR RE
Department: 920895 OFC OF WORKFORCE MANAGEMENT **Barg Unit:** 8888
Posn/Series/Grade: 90144694 / 0201 / 13

Section 1 - LOC IDP Goals

LOC IDP Goals will be evaluated by: Employee, Manager

off site training training

attend OPM Operational training for payroll/personnel
Core Competency Addressed (Op:
Category:
- Reminder Date: 05/04/2009
- Due Date: 06/01/2009
- Status: In Progress
- Percent Complete: 50
- Critical: Yes

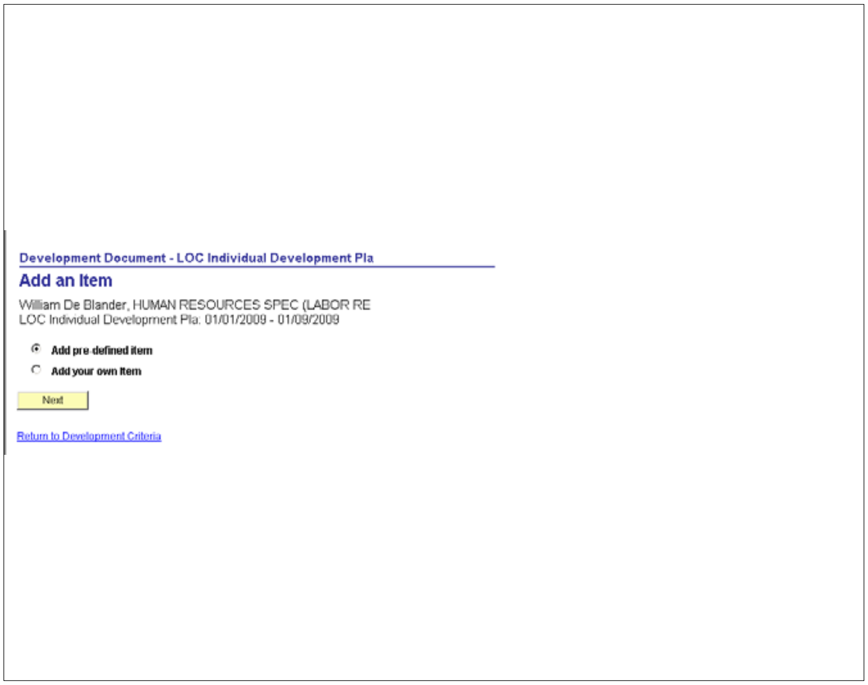
Status History

Plan/Appraisal Status	Name	Date

Add Attachment
Save
Cancel
Return to Document Detail
Add LOC IDP Goals
Save
Cancel
Return to Document Detail

Figure 104. Development Criteria - Draft - Development Document - LOC Individual Development Plan page

7. Click the + to add IDP Goals. The Add An Item - Development Document - LOC Individual Development Plan page (**Figure 105**) is displayed. For more information, refer to Add A Pre-Defined Item or Add Your Own Item.


Development Document - LOC Individual Development Pla

Add an Item

William De Blander, HUMAN RESOURCES SPEC (LABOR RE
LOC Individual Development Pla: 01/01/2009 - 01/09/2009

● Add pre-defined item
○ Add your own item

Next
Return to Development Criteria

Figure 105. Add An Item - Development Document - LOC Individual Development Plan page

If this page is accessed through the Employee Self-Service menu, the only documents that appear are current documents. The ***Employee Name*** column does not appear, but a column on the gird lists the manager of the employee for the document.

Entering Comments and Ratings On Evaluations

This chapter provides and overview of evaluation data entry and discusses how to:

Record Preliminary Ratings

Record Performance Notes

Record Preliminary Ratings

ePerformance is designed to support the complete performance and development process from planning to evaluation. An agency can implement the complete process or just portions of it. This section focuses on the part of the process where participants evaluate the employee's performance or development needs against the evaluation criteria.

The diagram Evaluation Data Entry Process (**Figure 106**) shows the flow of the evaluation data entry process, assuming that all options are implemented:

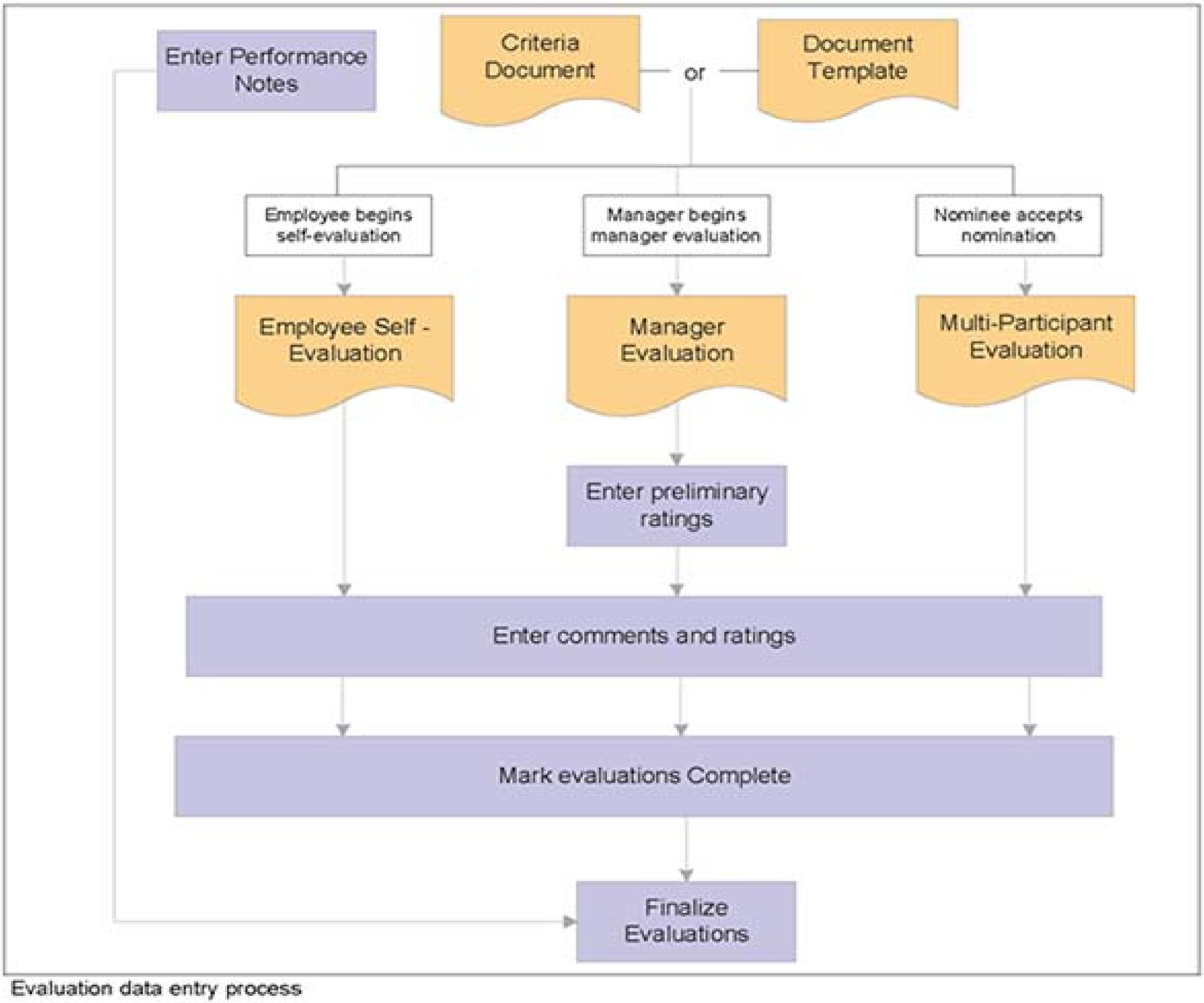

Enter Performance Notes
Criteria Document
or
Document Template
Employee begins self-evaluation
Manager begins manager evaluation
Nominee accepts nomination
Employee Self - Evaluation
Manager Evaluation
Multi-Participant Evaluation
Enter preliminary ratings
Enter comments and ratings
Mark evaluations Complete
Finalize Evaluations
Evaluation data entry process

Figure 106. Evaluation Data Entry Process

The capability to enter preliminary ratings for employees is available to managers only. These ratings are entered before the official rating data is entered in the manager's evaluation, and they are not entered on the evaluation - they are entered on the Preliminary Ratings Page. This enables the manager to enter preliminary ratings at any time after the document is created, including the Establish Criteria and Nomination steps.

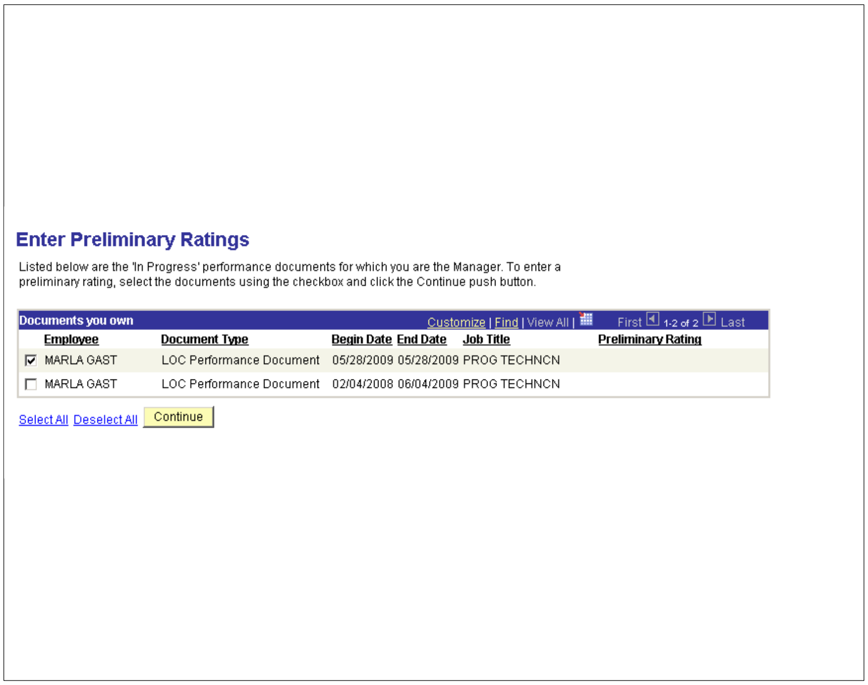
Only the documents that are `In Progress` appear on the Preliminary Ratings page.

Preliminary ratings are used to generate the Ratings Distribution Summary report, which enables managers and HR administrators to compare preliminary ratings with desired and actual rating distributions. Employees cannot see preliminary ratings.

To enable the entry of preliminary ratings, the Preliminary Rating check box is selected for the Overall Summary section on the document template.

To enter Preliminary Ratings:

1. Select the ***Manager Self Service*** menu.
2. Select the ***ePerformance*** menu group.
3. Select the ***Performance Documents*** menu item.
4. Select the ***Administrative Tasks*** menu item.
5. Select the ***Enter Preliminary Rating*** component. The Enter Preliminary Ratings (list) page (**Figure 107**) is displayed.



Enter Preliminary Ratings

Listed below are the 'In Progress' performance documents for which you are the Manager. To enter a preliminary rating, select the documents using the checkbox and click the Continue push button.

Documents you own

	Employee	Document Type	Begin Date	End Date	Job Title	Preliminary Rating
☑	MARLA GAST	LOC Performance Document	05/28/2009	05/28/2009	PROG TECHNCN	
☐	MARLA GAST	LOC Performance Document	02/04/2008	06/04/2009	PROG TECHNCN	

Figure 107. Enter Preliminary Ratings (list) page

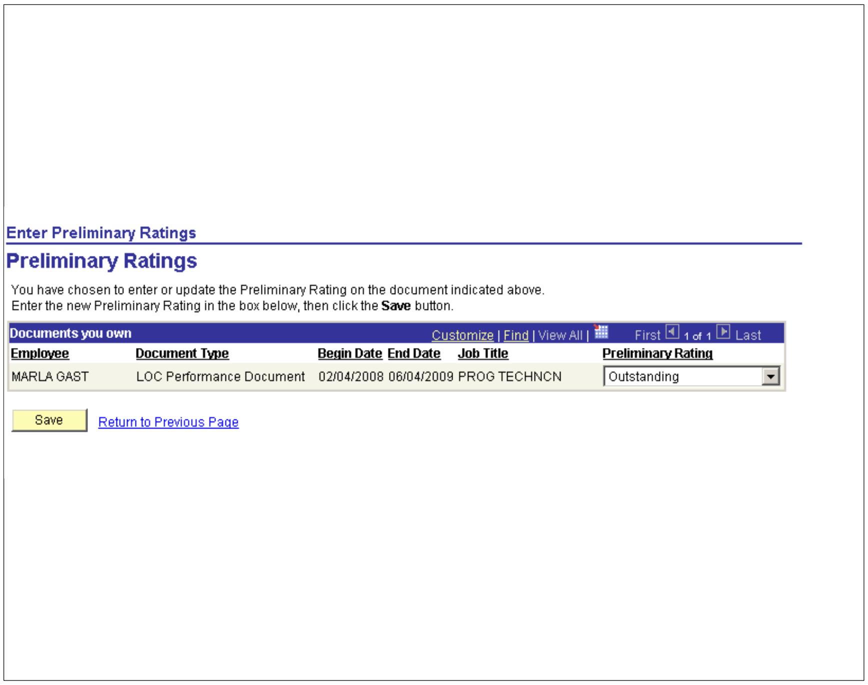
6. Select one or more employees for whom to enter preliminary ratings. The Enter Preliminary Ratings (results) page (MSS) (**Figure 110**) is displayed.
7. Click **Continue**. The Preliminary Ratings - Enter Preliminary Ratings page (**Figure108**) is displayed.

   OR

Click the ***Select All*** link to select all employees on the list.

OR

Click the ***Deselect All*** link to deselect the employees previously selected.



Enter Preliminary Ratings

Preliminary Ratings

You have chosen to enter or update the Preliminary Rating on the document indicated above.
Enter the new Preliminary Rating in the box below, then click the **Save** button.

Documents you own

Employee	Document Type	Begin Date	End Date	Job Title	Preliminary Rating
MARLA GAST	LOC Performance Document	02/04/2008	06/04/2009	PROG TECHNCN	Outstanding

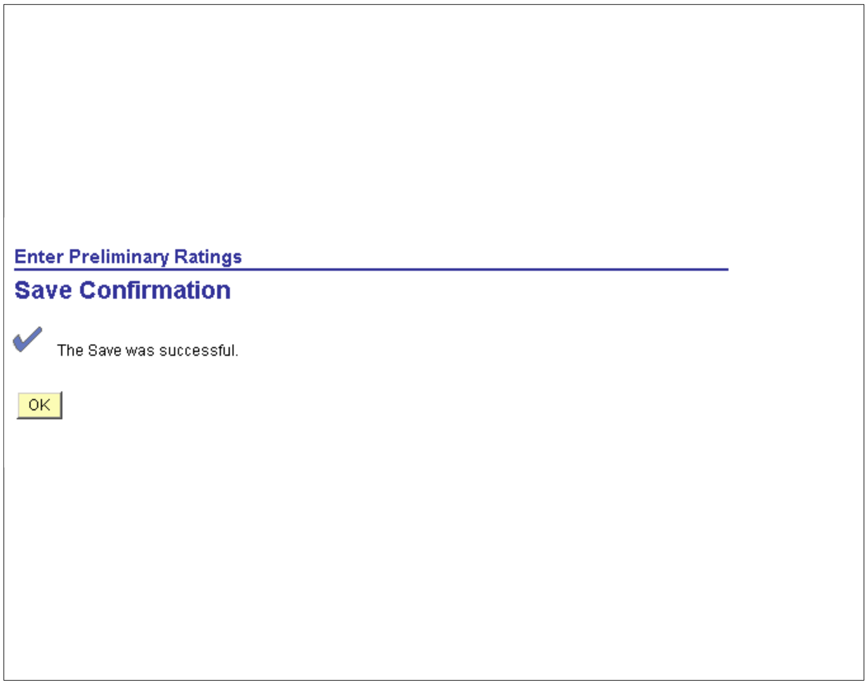
Figure 108. Preliminary Ratings - Enter Preliminary Ratings page

8. Complete the field as follows:

Preliminary Rating	Enter a preliminary rating for the selected employee. The list of ratings from which is selected is defined by the rating model that is associated with the Overall Summary section of the document. Select data from the drop-down list. The valid values are as follows:

Preliminary Rating Valid Values
Commendable
Expectations
Minimally Successful
Not Applicable
Outstanding
Satisfactory
Unsatisfactory

9. Click **Save**. The Save Confirmation - Enter Preliminary Ratings page (**Figure 109**) is displayed.



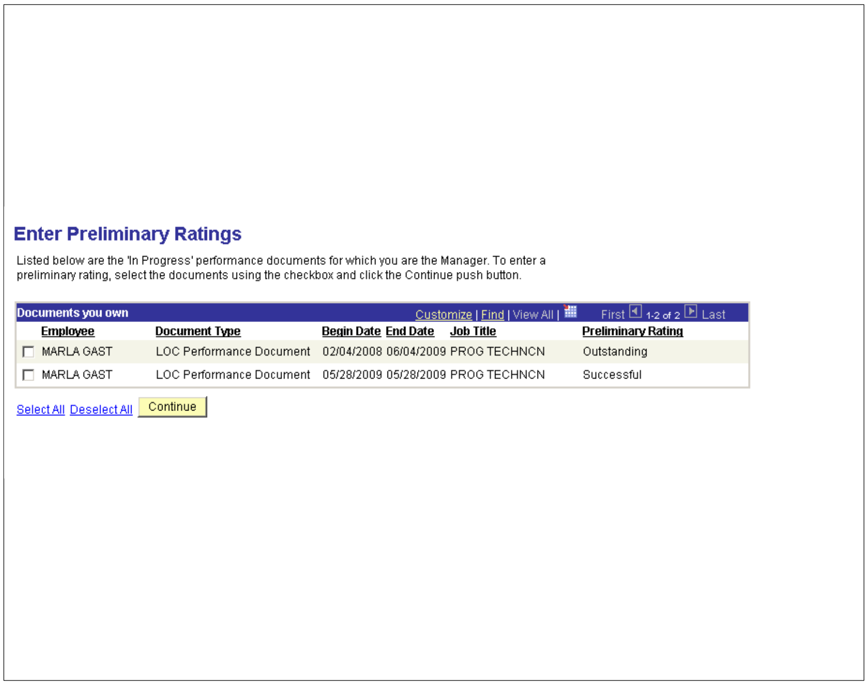
Enter Preliminary Ratings

Save Confirmation

✓ The Save was successful.

Figure 109. Save Confirmation - Enter Preliminary Ratings page

10. Click **OK**. The Enter Preliminary Ratings (results) page (MSS) (**Figure 110**) is displayed.



Enter Preliminary Ratings

Listed below are the 'In Progress' performance documents for which you are the Manager. To enter a preliminary rating, select the documents using the checkbox and click the Continue push button.

Documents you own
Customize | Find | View All |
First 1-2 of 2 Last

	Employee	Document Type	Begin Date	End Date	Job Title	Preliminary Rating
☐	MARLA GAST	LOC Performance Document	02/04/2008	06/04/2009	PROG TECHNCN	Outstanding
☐	MARLA GAST	LOC Performance Document	05/28/2009	05/28/2009	PROG TECHNCN	Successful

Select All
Deselect All
Continue

Figure 110. Enter Preliminary Ratings (results) page (MSS)

Record Performance Notes

Regular and open communication between supervisors and employees is vitally important, particularly in a two-tier performance appraisal system where all elements are critical elements.

The Review is a joint discussion between the Rating Official and the Employee regarding the employee’s progress toward achieving the performance standards. It does not involve the issuance of a rating of record. Reviews are conducted at least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Notes may be entered by the Rating Official and/or Employee. The Rating Official must finalize the plan before a review can be added.

The rating official is encouraged to make written notes concerning the employee’s performance at the time of the review. The purpose of the notes is to provide a more formal identification of the employee’s performance in relation to the performance document. Employees are also encouraged to provide written comments on the form at this time.

Managers can start or edit a review for their employee(s). When the manager clicks on the Progress Review button, a list of their employees is displayed. The manager has the option to either start a New Review or update an Existing Review. The Performance Reviewer component has two tabs, the Progress Review and the Elements and Standards. On the Progress Review, the manager can save the review. The employee will be notified via a workflow and the review is ready for the the employee’s viewing and comment. For more information regarding Performance and Workflow, refer to Title 1, Chapter 17, Section 8, Employee Self Service.

Existing Progress Reviews are used by managers to document/conduct multiple mid-year reviews. To accomplish this, open an existing progress review and add more comments. When they save, the date and signature is captured in the comments field in the chronological order to show multiple progress reviews.

Managers and employees can record notes about an employee’s performance and accomplishments in two ways:

1. During the Establish Criteria step. The ***Add Note*** link appears on a section or item during the Establish Criteria process if enables on the document template. Notes that are added during this step are directly linked to the section and item to which they apply.
2. At any time, by navigating to the Performance Notes page (**Figure 111**). Employees can create records of events, activities, and accomplishments that they can later use to complete their performance evaluations. Similarly, managers can record details of an employee’s performance for use when they complete the employee’s evaluation. These notes are dated, and are available only to the author of a note. In other words, the manager cannot view notes that the employee enters and vice versa.

Note: There is not a separate page for development notes. The Performance Notes page is used to record any comments, and these notes are available for inclusion in either performance or development documents. The Performance Notes page is located under the Performance Management menu item and do not fall under the Performance Document or Development Document components.

The following topics are also included as part of Performance Notes:

- **Ratings And Comments**
- **Advisor Tools**
- **Writing Tools**
- **Language Checker Tool**
- **Reviews And Approvals**
- **Finalization Activities**

To access Notes:

The My Performance Notes or the Performance Notes page work similarly, except that the My Performance Notes page enables employees to search for and enter notes on their own performance and the Performance Notes page enables managers to search for and enter notes on other employees. Below is an example of My Performance Notes.

1. Select the ***Manager Self Service*** menu to maintain notes as manager.

   OR

   Select the ***Employee Self Service*** menu to add notes as an employee.

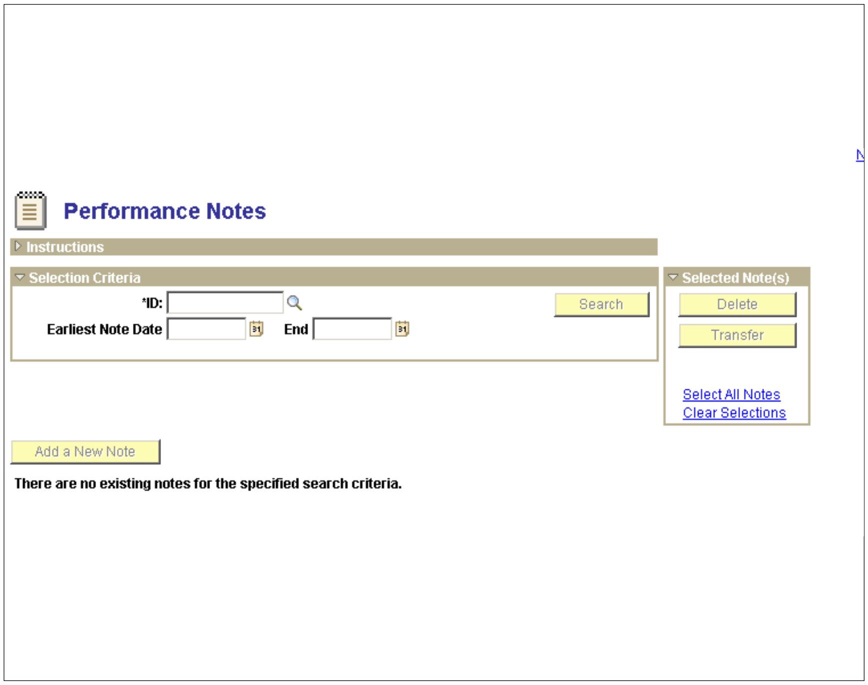
2. Select the ***Performance Management*** menu item.

3. Select the ***Maintain Performance Notes*** component. The Performance Notes page (**Figure 111**) is displayed.

   OR

   Select ***Performance Notes*** component. The My Performance Notes page (**Figure 112**) is displayed.

To complete Performance Notes as a Manager:


Performance Notes
Instructions
Selection Criteria
*ID:
Earliest Note Date
End
Search
Selected Note(s)
Delete
Transfer
Select All Notes
Clear Selections
Add a New Note

There are no existing notes for the specified search criteria.

Figure 111. Performance Notes page (MSS)

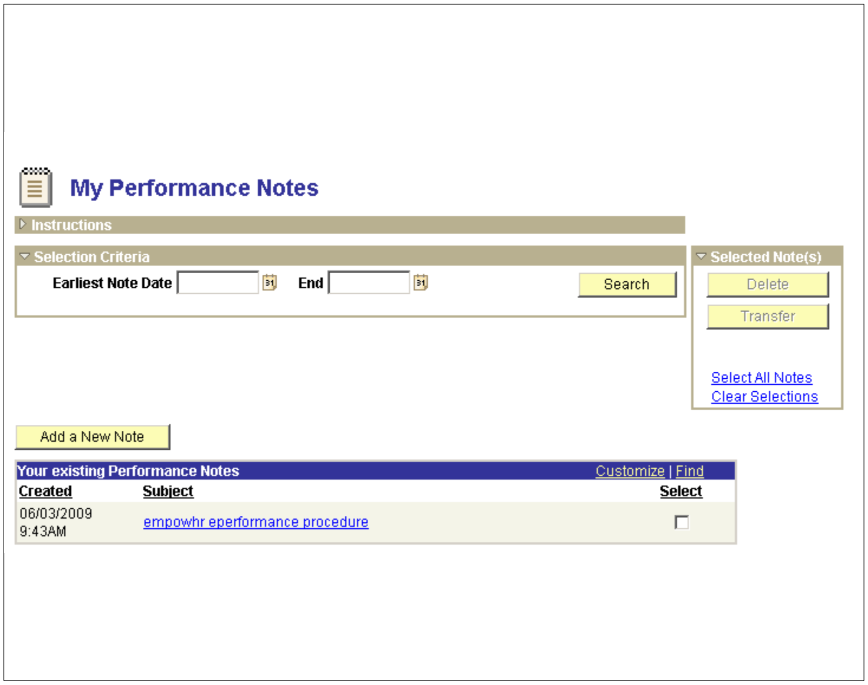
4. Complete the fields as follows:

***ID**	Enter the employee ID of the subject employee or select data by clicking the search icon. The ID field appears only on the manger version of this page, since employees can only view their own notes.
Earliest Note Date	Enter a date or select a date from the calendar icon. If no date is entered, all notes for the employee regardless of date entered appear in the Existing Performance Notes for the Employee grid.
End	Enter the end date or select a date from the calendar icon. If no date is entered, all notes for the employee regardless of date entered appear in the Existing Performance Notes for the Employee grid.

At this point, the following options are available:

Step	Description
Click **Search**	To view a list of performance notes that meet the search criteria.
Click **Add A New Note**	To access the Performance Notes New Note page (**Figure 113**), where a new note can be created.
Click the ***Select All Notes*** link	To view or modify the details of the note, or select one or more motes to delete or transfer.
Click the ***Clear Selections*** link	To clear the selected item.
Click **Delete**	To remove the note(s) from the system. Select one or more listed notes to delete.
Click **Transfer**	To transfer the note(s) from the system. Select one or more listed notes to transfer.

To complete My Performance Notes as an Employee:


My Performance Notes
Instructions
Selection Criteria
Earliest Note Date
End
Search
Selected Note(s)
Delete
Transfer
Select All Notes
Clear Selections
Add a New Note
Your existing Performance Notes
Customize | Find

Created	Subject	Select
06/03/2009 9:43AM	empowhr eperformance procedure	☐

Figure 112. My Performance Notes page (ESS)

5. Complete the fields as follows:

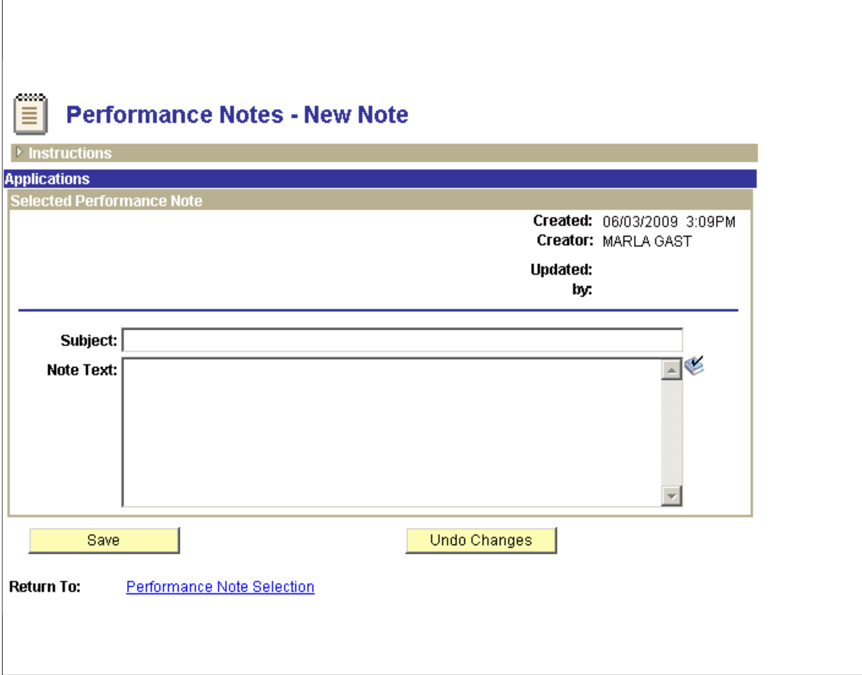
Earliest Note Date	Enter a date or select a date from the calendar icon. If no date is entered, all notes for the employee regardless of date entered appear in the Existing Performance Notes for the Employee grid.
End	Enter the end date or select a date from the calendar icon. If no date is entered, all notes for the employee regardless of date entered appear in the Existing Performance Notes for the Employee grid.

At this point, the following options are available:

Step	Description
Click **Search**	To view a list of performance notes that meet the search criteria.
Click **Add A New Note**	To access the Performance Notes Detail page (**Figure 113**), where a new note can be created.
Click the ***Select All Notes*** link	To view or modify the details of the note, or select one or more motes to delete or transfer.
Click the ***Clear Selections*** link	To clear the selected item.

Step	Description
Click **Delete**	To remove the note(s) from the system. Select one or more listed notes to delete.
Click **Transfer**	To transfer the note(s) from the system. Select one or more listed notes to transfer.

6. Click **Add A Note**. The Performance Note - New Note page (**Figure 113**) is displayed. This page is the same for a manager or an employee.


Performance Notes - New Note
Instructions
Applications
Selected Performance Note

Created: 06/03/2009 3:09PM
Creator: MARLA GAST
Updated:
by:
Subject:
Note Text:

Save
Undo Changes
Return To:
Performance Note Selection

Figure 113. Performance Notes - New Note

7. Complete the fields as follows:

Created	This field is populated with the date and time the performance notes were created.
Creator	This field is populated with the name of the individual that created the performance note.
Updated	This field is populated with the date the performance notes were updated.
By	The field is populated with the name of the individual that updated the performance note.

Subject	This field is the subject of the performance note. Enter the subject narrative.
Note Text	This field is the performance note. Enter the applicable performance note.

At this point, the following options are available:

Step	Description
Click **Save**	To save the notes.
Click **Undo Changes**	To clear the notes that were entered.
Click the ***Performance Note Selection*** link	To return to the Performance Notes page.

Ratings And Comments

The performance document template setup enables the configuration of evaluations for each role (employee, manager, and multi-participant) to only include section, item, and features that are appropriate for the role to evaluate. For example, on a project review, Goals, Initiatives, Competencies, and comment might be included on all sections. However, might include only the Competencies and Overall Summary sections on multi-participant evaluations.

To evaluate an employee’s performance, a participant can enter and update ratings and comments as permitted by the template at any time during the performance period. This evaluation information is visible to employees and managers only after the evaluations are completed.

Ratings are entered at either the section, item, or subitem level. If the document is set up to automatically calculate rating, ratings from lower levels are averaged and rolled up to the higher levels. The manager rating (calculated or manually entered) on the manager’s evaluation is used by writing tools to select appropriate text.

Managers can view other authors to view comments and ratings from evaluators in other roles.

Note: A manager can include comments that other evaluators entered on a section or item only if the manager also has comments enables for the same section and item.

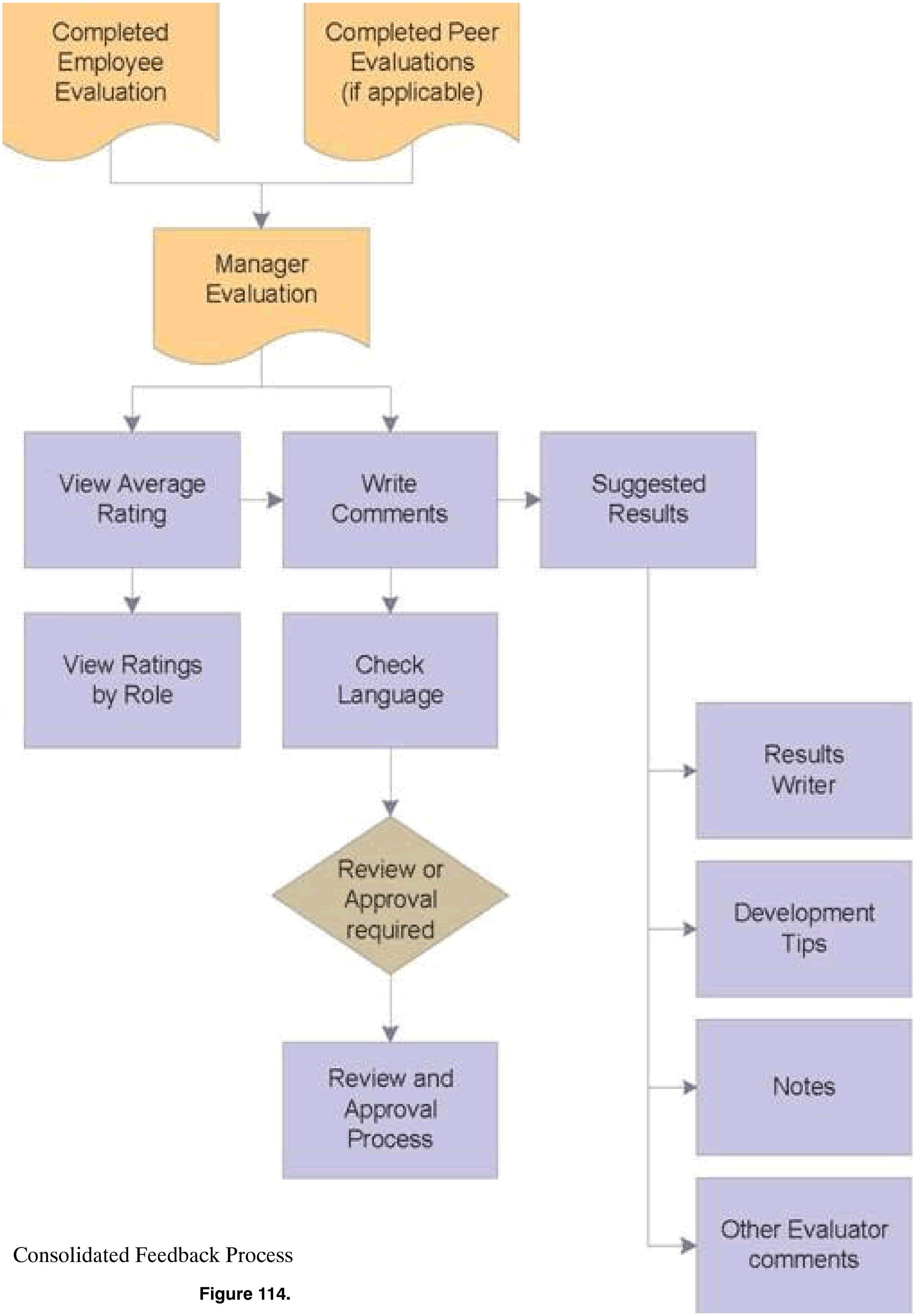
Advisor Tools

Depending on the capabilities granted to the participant’s role on the document template, any evaluation participant might have access to the Development Tips or Results Writer tools. These tools provide suggestions for incorporating into comments. Actual usage of these tools most often occurs when the manager role consolidates feedback and finalizes evaluations.

Finalization Activities

Although managers can rate items, add comments to their evaluations, and record notes anytime during the evaluation cycle, additional steps must be performed to finalize and complete evaluations. These steps include writing final evaluation comments and conducting reviews and approvals if required.

After evaluations are complete, the manager consolidates feedback and ratings into the manager evaluation. The manager conducts a review with the employee (If a review process is required) and submits the evaluation for approval (if an approval process is required).


Completed Employee Evaluation
Completed Peer Evaluations (if applicable)
Manager Evaluation
View Average Rating
Write Comments
Suggested Results
View Ratings by Role
Check Language
Results Writer
Review or Approval required
Development Tips
Notes
Review and Approval Process
Other Evaluator comments

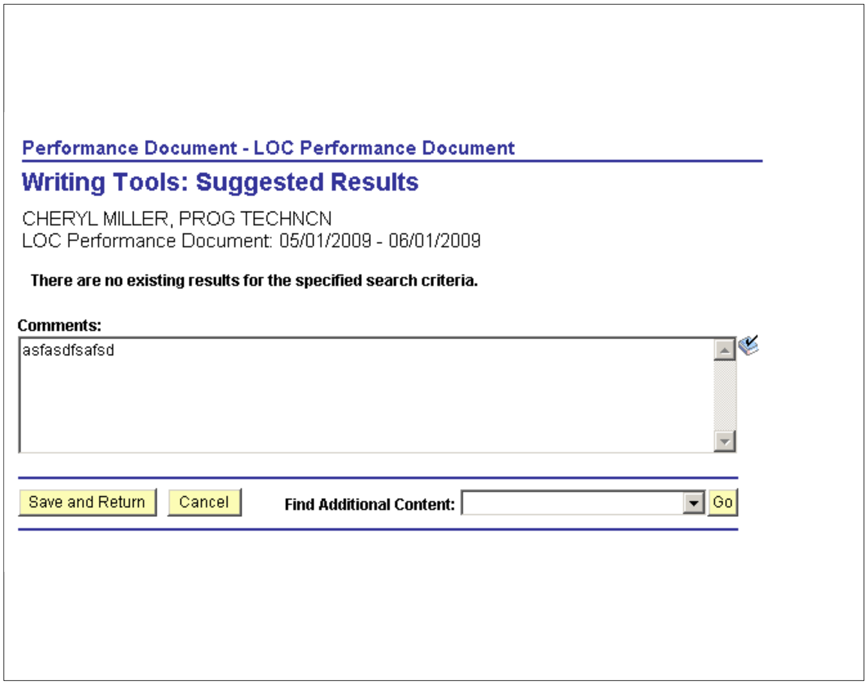
Consolidated Feedback Process

Figure 114.

Writing Tools

The ***Writing Tool*** link accesses the Suggested Results page (**Figure 115**) which contains text suggestions that assist evaluators in writing comments. These suggestions can come from any of several different sources, provided that as they are enabled for the section or item on the document template.

The Suggested Results page presents text items that are most directly related to the section and item. Select a tools from the available options in the Find Additional Content field to use an advanced search for text that is not directly related to the section, items, and rating from which the writing tool was accessed to search for text suggestions.



Performance Document - LOC Performance Document

Writing Tools: Suggested Results

CHERYL MILLER, PROG TECHNCN
LOC Performance Document: 05/01/2009 - 06/01/2009

There are no existing results for the specified search criteria.

Comments:
asfasdfsafsd

Figure 115. Writing Tools: Suggested Results page

Below are the possible sources for text suggestions:

Source	Description
Results Writer	Contains predefined statements that describe an employee’s proficiency for a given competency or sub-competency. These statements appear on the Suggested Results page for competency sections only. Other sections can be located for results statements by using the advanced search. **Note:** A section must be rated before a section or item suggested results appear.
Development Tips	Consist of predefined statement that provide tips on how employees can develop their proficiency. Development tips are related to competencies or sub-competencies, but can apply to other evaluation criteria as well. **Note:** A section must be rated before development tips appear.

Source	Description
Comments	A manager can view comments that evaluators in other roles have entered for the same section and item. Comments from another evaluator appear only if the role's evaluation status is `Complete`. ■ If the Suggested Results page is accessed from an item, all comments from complete evaluations for the item appear. ■ I the Suggested Results page is accessed from a section, only comments from complete evaluations for the section appear. Comments do not appear at the item level.
Performance Notes	The performance notes that were entered during the Establish Criteria for the section are available on the Suggested Results page, and are available only to the person who entered the note. **Note:** Employees and managers can also enter notes that are not directly tied to an evaluation. Search for these notes using the advanced search capabilities.

Language Checker Tool

The Language Checker tool alerts manages to inappropriate language that appears in a manager's evaluation and suggest alternative language. It is enabled on the document template for an evaluation as a whole and is not turned off or on at the section or item level.

Update Evaluations

This section discusses how to enter and maintain evaluation data.

Before entering evaluation data as a manager or employee, complete the Establish Criteria step, if it is specified on the document template. To enter evaluation data as another participant, a nomination must have been received and accepted to participate in the evaluation.

Note: The availability and order of the pages below depends on the template being used and the role of the participant.

Evaluations are divided into sections, with each section containing a different type of content. Sections contain the items and subitems against which an employee's performance is evaluated and can include mission statement, goals and objectives, responsibilities, competencies, employee comments, manager comments, and overall summary, signature lines, or organization-specific sections that were defined in the template.

Each Role evaluation contains header information that identifies the role and the person who is evaluated. The header information also contains instructional text is system data that is supplied with the ePerformance function, but can be modified by using the Text Catalog.

The information that displays in a section depends on the type of section, special processing associated with the section, and the parameters selected on the Structure tab - Template Definition page (**Figure 18**).

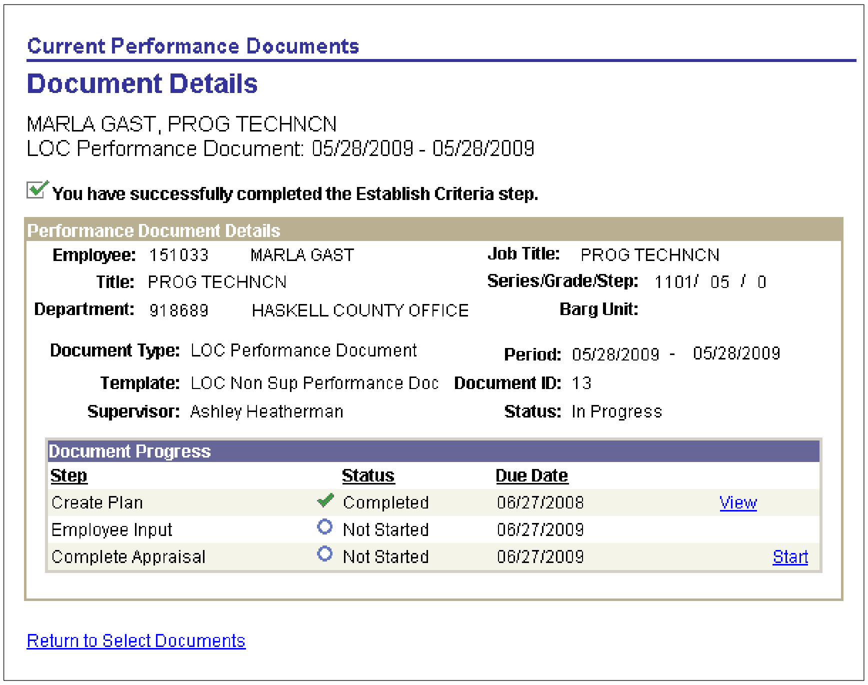
To enter and maintain evaluation data:

1. Select the ***Manager Self Service*** menu.

2. Select the ***Performance Management*** menu group.

3. Select the ***Performance Documents*** menu item.

4. Select the ***Current Documents*** component. The Document Details - Current Performance Documents (complete status) page (**Figure 116**) is displayed.



Current Performance Documents

Document Details

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

✓ **You have successfully completed the Establish Criteria step.**

Performance Document Details

Employee: 151033 MARLA GAST
Job Title: PROG TECHNCN
Title: PROG TECHNCN
Series/Grade/Step: 1101/ 05 / 0
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Document Type: LOC Performance Document
Period: 05/28/2009 - 05/28/2009
Template: LOC Non Sup Performance Doc
Document ID: 13
Supervisor: Ashley Heatherman
Status: In Progress

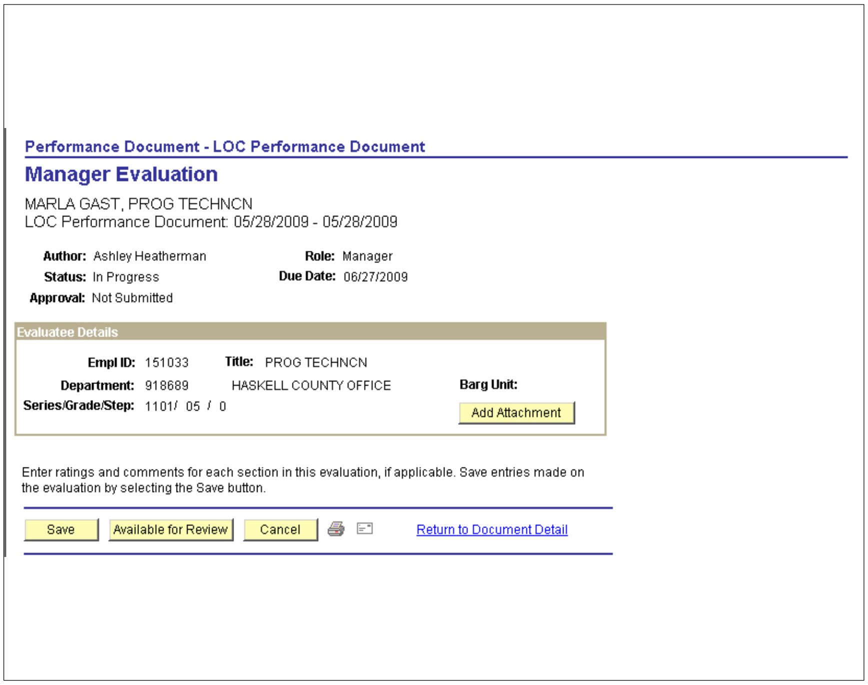
Document Progress

Step	Status	Due Date	
Create Plan	✓ Completed	06/27/2008	View
Employee Input	○ Not Started	06/27/2009	
Complete Appraisal	○ Not Started	06/27/2009	Start

Return to Select Documents

Figure 116. Document Details - Current Performance Documents (complete status) page

Note: If a Document Process Step indicates the ***Mark For Review*** and/or ***Edit***. Click the link. The Manager Evaluation - Performance Document page (**Figure117**) is displayed.



Performance Document - LOC Performance Document

Manager Evaluation

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Author: Ashley Heatherman
Role: Manager
Status: In Progress
Due Date: 06/27/2009
Approval: Not Submitted

Evaluatee Details

Empl ID: 151033
Title: PROG TECHNCN
Department: 918689 HASKELL COUNTY OFFICE
Barg Unit:
Series/Grade/Step: 1101/ 05 / 0

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

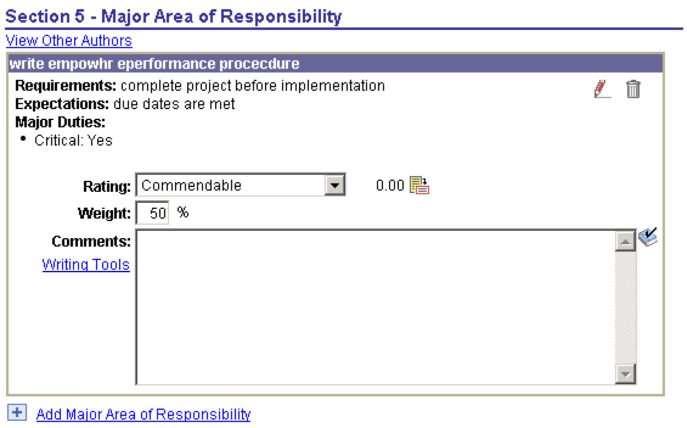
Figure 117. Manager Evaluation - Performance Document (top) page

1. Complete the fields as follows: (The name, title, and evaluation dates are at the top of the page).

Author	This field is populated and is the name of the manager or participant.
Role	This field is populated and is the role of the manager or participant.
Status	This field is populated based on the status of the evaluation.
Due Date	This field is populated with the due date that is established on the document template.
Approval	This field is populated with the approval status.
EmplID	This field is populated with the employee ID.
Title	This field is populated with the employee's job title.
Department	This field is populated with the department numeric location code and the narrative name for the location code.

Barg Unit	This field is populated with the Bargaining Unit Code.
Series/Grade/Step	This field is populated with the employee's series, grade and step.

Enter the ratings and comments for each section in the evaluation, if applicable.



Section 5 - Major Area of Responsibility

View Other Authors

write empowhr eperformance procecdure

Requirements: complete project before implementation

Expectations: due dates are met

Major Duties:

- Critical: Yes

Rating: Commendable 0.00

Weight: 50 %

Comments:

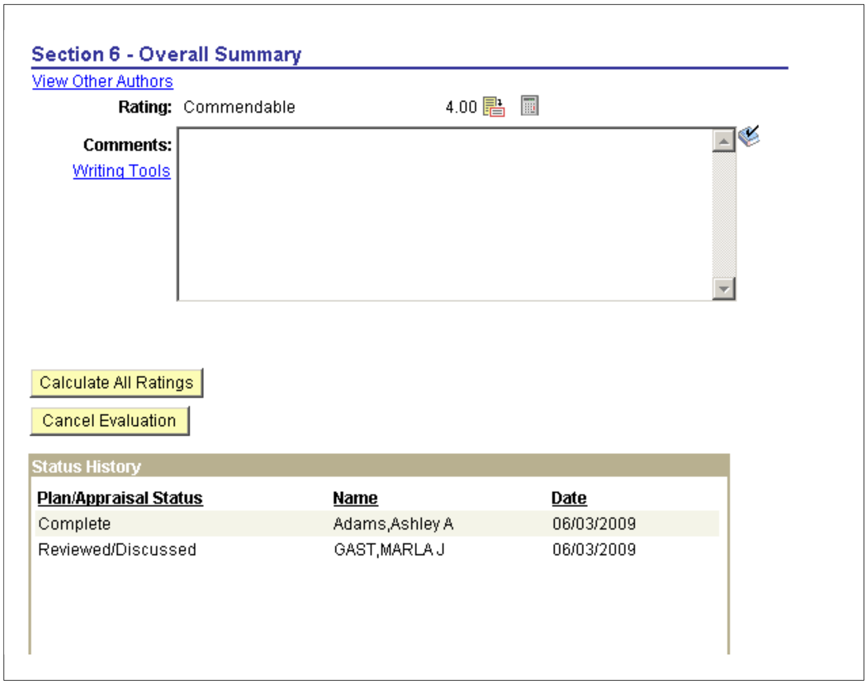
Figure 118. Manager Evaluation - Section (X) Major Area Of Responsibility (MAR)- Performance Document page

2. Complete the fields as follows:

Requirements	This field is populated with the requirement of the MAR.
Expectations	This field is populated with the employee's expectations of the MAR.
Major Duties	This field is populated with the major duties expected of the employee.
Critical	The Critical field displays if the Critical check box is selected on the Structure tab - Template Definition page (**Figure 18**). `Yes` or `No` displays as the content for the Critical field if it is defined on the Content -Template Definition page.

Rating	Enter the rating or select a rating from the drop-down list. The valid values are based on the document template. This field is populated with the average of the rating for the particular section. This field displays if the Rate check box is selected for the section and the applicable Rate Section, Rate Item, or Rate subitem check box is selected in the Rate/Weight tab on the Section Roles grid. View or enter ratings. The action that is permitted depends on the level (subitem, item, section) where the field occurs if calculation is enabled in the document template, and the user actions that the template definition permits. For example, at the overall summary and section summary level, the rating field is read-only unless the role has permission to override system-calculated ratings or calculate field was not enabled on the document template.
Weight	Enter the weight of an item relative to the other items in the same section or relative to other sections in the evaluation. The weight field displays if the Weight check box is selected for the section and the applicable Weight Section or Weight Item check box is selected in the Rate/Weight tab - Section Roles grid. **Note:** The sum of the weights for all items in a section or all sections in a document, must equal 100 percent in the manager's document.
Comments	Enter comments regarding the rating given.

The Rating, Average Rating, Rating, and Summary Weight will be completed for each Section of the document.



Rating: Commendable 4.00

Comments:

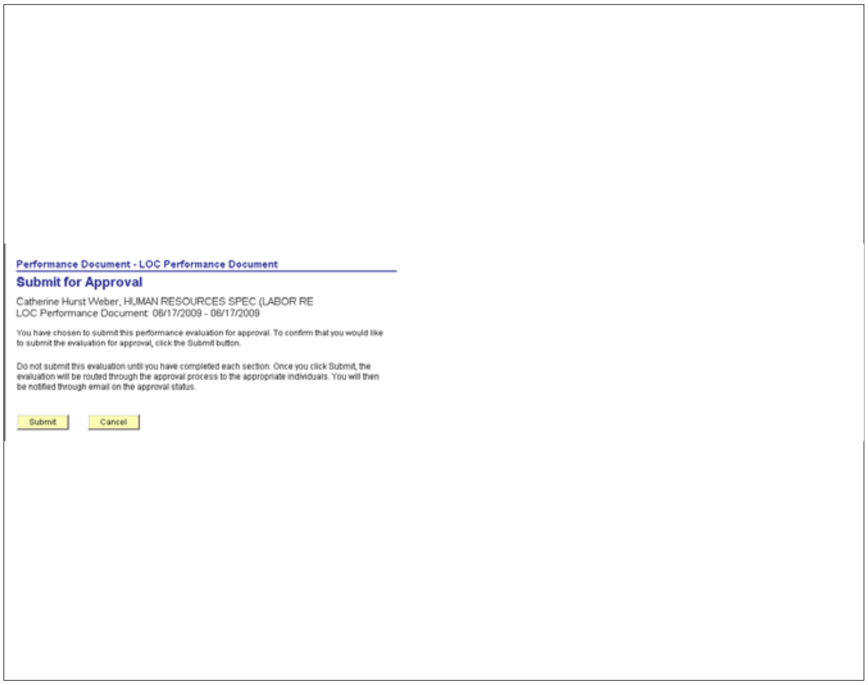
Status History

Plan/Appraisal Status	Name	Date
Complete	Adams,Ashley A	06/03/2009
Reviewed/Discussed	GAST,MARLA J	06/03/2009

Figure 119. Manager Evaluation - Section XX - Overall Summary - Performance Document page

3. Complete the field as follows:

Rating	This field is populated with the average of the rating for the particular section. This field displays if the Rate check box is selected for the section and the applicable Rate Section, Rate Item, or Rate subitem check box is selected in the Rate/Weight tab on the Section Roles grid. View or enter ratings. The action that is permitted depends on the level (subitem, item, section) where the field occurs if calculation is enabled in the document template, and the user actions that the template definition permits. For example, at the overall summary and section summary level, the rating field is read-only unless the role has permission to override system-calculated ratings or calculate field was not enabled on the document template.
Summary Weight	This field is populated will the summary weight.



Performance Document - LOC Performance Document

Submit for Approval

Catherine Hurst Weber, HUMAN RESOURCES SPEC (LABOR RE
LOC Performance Document: 06/17/2009 - 06/17/2009

You have chosen to submit this performance evaluation for approval. To confirm that you would like to submit the evaluation for approval, click the Submit button.

Do not submit this evaluation until you have completed each section. Once you click Submit, the evaluation will be routed through the approval process to the appropriate individuals. You will then be notified through email on the approval status.

Figure 120. Manager Evaluation - Submit For Approval - Performance Document page

At this point, the following buttons may appear on the Overall Summary Section.

Step	Description
Click **Calculate Ratings**	This button is available in the Summary Group box and the Overall Summary Section. To calculate all of the items and section ratings, as well as the overall rating that appears on the performance document. Ratings are not calculated for items, sections, or summaries that are overridden. The Submit For Approval - Performance Document page (**Figure 120**) is displayed. Click to calculate ratings.
Click **Cancel Evaluation**	To move the current evaluation from a status of `In Progress` to a status of `Cancelled`. If the manager cancels the evaluation, then all the evaluations, employees, and peers, that might have already been sent to the Manager Profiles business process will be deleted. If the employee cancels the evaluation, then only their evaluation is deleted.
Click **Save**	This button displays on an evaluation when the evaluation status is `In Progress`.

Step	**Description**
Click **Available For Review**	To submit the document for review by the employee, according to the review and approval rules. This button is available when the review process is selected in the Manager Evaluation group box on the Process tab - Template Definition page (**Figure 17**). This specifies that the employee review is required and that all the required information has been entered.
Click **Manager Override**	The button appears at the following levels on the performance review page, depending on the template definition: ▪ At the item level within a section, to override the system calculated average of the individual subitem ratings. ▪ At the section summary level to override the system-calculated average of the individual subitem ratings. ▪ At the overall performance review summary level, to override the system calculated average of individual section ratings. An override that is entered remains in place until it is reviewed. To have the system recalculate the rating, remove the override.

4. Complete the remaining field on the page at the end of the performance document as follows:

Comments	Enter a free-form text to describe an employee's performance relative to the corresponding item or section. The comments section always has access to the spell checker and optionally has access to writing tools. This field can appear at the item level or the section summary level. This field displays if the Comments check box is selected in the Section tab - Section Roles region - Structure tab - Template Definition page (**Figure 20**) or Item Tab - Section Roles region - Structure tab - Template Definition page (**Figure 21**).

Step	**Description**
Click **Review Held**	To record the fact that a review of the evaluation was held. This button displays if the review process specifies that an employee review is required an the employee has reviewed the manager's fictionalized evaluation.
Click **Reopen**	To change the status to `In Progress`. This button appears for manager and administrators when the evaluation is in the `Complete` status.

At this point, the following options are available:

Step	**Description**
Click **Edit Details (icon)**	Click to edit detail information for the item. The Edit Details icon displays on the evaluation if the Update check box was selected from the role in the Item tab - Section Roles region - Structure tab - Template Definition page (**Figure 21**) for the section.
Click **Delete (icon)**	To delete the content item. Delete is available if the Mandatory check box is not select on the Content tab - Template Definition page (**Figure 23**).

Managing Reviews And Approvals

The review and approval notifications on the General Settings page of ePerformance must be enabled for this process to work correctly. The Alternate Role User feature is not available in ePerformance.

This section provides an overview of the review and approval processes and discusses the following:

Review And Approval Options
Document Statuses During Review And Approval
Conduct Reviews
Approve Documents
Resolve Approval Transactions In Error
Delegate Approvals

Review And Approval Options

When the document template is set up, a review and approval process option is selected and designate the roles that need to approve the document. The approval process controls when documents require approval and whether or not an employee review is required.

The review and approval processes are designed to:

- Notify employees and managers of status changes when a review is required.
- Automatically route documents from one designated approver to another in the approval chain, and notify each approver by email when it is his/her turn to approve a document.
- Manage workflow; that is, the order in which the review and approval steps are performed.

The table below describes the review and approval process options:

Review and Approval Options	Description
Approval Before EE Review Held	The document is approved before the manager discusses it with the employee.
Approval After EE Review Held	The approval process is initiated after the manager has reviewed the document with the employee and the employee or the manager acknowledges the document.
Approval, No EE Review Held	The manager does not need to review the document with the employee, but approval is required.
No Approval, EE Review Held	The manager must review the document with the employee, but the document does not need approval.
No Approval, No EE Review Held	The manager does not review the document with the employee, and the document does not need approval.

The persons that must approve a document are determined by the approval rules set option that is selected when the document template definition is created. Documents can be approved by the following roles:

- The manager's manager and the ePerformance human resources (HR) administrator.
- The ePerformance HR administrator only.

Employee reviews and management approvals are not required in all cases. If they are required, the manager's evaluation is the one that is reviewed and approved, and the status of this document reflects the review and approval status.

Document Statuses During Review And Approval

Employee reviews and management approvals are not required in all cases. If they are required, the manager's evaluation is the one that is reviewed and approved, and the status of the document reflects the review and approval status.

The manager's evaluation is the final document in the performance process and becomes the document used to communicate the employee's performance. A manager can consolidate other evaluator comments and ratings into the final document using writing tools and average ratings. In addition, the manager document is the one that other functionality that could be offered in ***EmpowHR*** (ex: Salary Planning and Competency Management) for official purposes. Therefore, it is the document that goes through the approval process.

Status codes provide a way of identifying the stages that a document moves through during the review and approval process cycle. Status codes also control when users can view or edit document data, what actions they can perform, and what page controls are available.

The statuses through which consolidated documents must pass and the sequence of these statuses are determined by the approval process that is defined on the template. The statuses and the definitions are as follows:

Status	Description
In Progress	This is the status of an evaluation when it is first created. While the status is in `In Progress`, the employee and manager can modify all section of their respective evaluations that the template definition permits. The evaluations stay in this status until the manager finishes the document and clicks one of the buttons, **Available For Review**, **Complete**, or **Submit For Approval**. The exact buttons that appear depend on the setup and approval process that is required.
Available For Review	A manager can mark an evaluation as **Available For Review** only when the current status of the evaluation is `In Progress` and one of the following two conditions are met: ■ The review process is either `Approval Required After Review Held` or `No Approval - Review Held`. ■ The review process is `Approval Required Before Review Held` and the approval status is set to `Approve`. To change the status of an evaluation to `Available For Review`, the manager must click the **Available For Review** button. This enables the employee to view the consolidated document and add comments to the Employee Comments section. While the document is in the `Available For Review` status, the manager can only edit the Managers Comments section.
Review Held	This status indicates that the manager has discussed the consolidated document with the employee. While a document has the status of `Review Held`, the employee and the manager have read-only access to the document, except to enter or edit the Manager Comments or Employee Comments sections of a document, if these sections exist.

Status	Description
Acknowledged	This status indicates that the employee or the manager has acknowledged the document. When this status is in effect, the Employee Comments section both managers and employees have read-only access to the document. When a document is in this status, only the HR Administrator can change the status back to `In Progress`.
Complete	This status indicates that the evaluation process is finished. No further changes to the document are permitted. With this status, employees and managers have read only access to the document and are unable to edit or modify the content. The manager, however, can click **Rework** on an employee or other participant evaluations to return the document to the employee for revision. When the manager returns a document, the system changes the document back to `In Progress` and makes the **Complete** button available again. The employee clicks the **Complete** button to change the status of the document back from `In Progress` to `Complete`. This button becomes available when the document is first created or sent back for revision. **Note:** Only the manager has the ability to send the document back for revision when the status of the consolidated document is `In Progress`.
Cancelled	This status indicates that the document and all its associated evaluations is cancelled. Manager can cancel documents on the Manager Evaluation page until the time that the document status is `Acknowledged` or `Complete`. HR administrators can cancel documents at any time using their own Cancel Document page. **Note:** The `Available For Review`, `Review Held`, and `Acknowledged` status never apply when the approval process option is set to `No Approval - No Review Held` or `Approval No Review Held`. In these cases, employees can only view the manager's document when the status is `Complete`.

Review process options, document statuses, and approval status values control the following:

- Page elements that are available.
- Different levels of access that manager, employees, and HR administrators have to the document.
- Actions that managers, employees, and HR administrators can perform at different points in the review and approval cycle.

Other evaluation participants are not affected by review and approval processes.

The tables below illustrate how document status and approval status work together to control user actions on the manager document for each approval process option.

Note: The buttons that are listed in these tables are hidden until they are valid for use.

Table describing the `Approval Review Held` process actions and statuses:

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Not Submitted
2. Manager submits the document for approval.	In Progress	Submitted
3. All persons in the approval chain approve the document.	In Progress	Approved
4. Manager marks the document as available for review.	Available For Review	Approved
5. Manager discusses documents with employee and marks the document as review held.	Review Held	Approved
6. Employee or manager acknowledges that the review occurred.	Acknowledged	Approved
7. Manager marks the review as completed.	Completed	Approved

Note: If approval is denied in step three, the document status remains `In Progress` and the approval status changes to `Denied`.

Table describing the `Approval After Review Held` process actions and statuses:

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Not Submitted
2. Manager clicks the **Available For Review** button.	Available For Review	Not Submitted
3. Manager discusses document with employee and clicks the **Review Held** button.	Review Held	Not Submitted
4. Employee or manager clicks the **Acknowledge** button to acknowledge the document.	Acknowledged	Not Submitted
5. Manager clicks the **Submit For Approval** button.	Acknowledged	Submitted
6. All persons in the approval chain approve the document.	Acknowledged	Approved
7. Manager clicks the **Complete** button to complete the document.	Complete	Approved

Note: If approval is denied in step six, the document status changes to `In Progress` and the approval status changes to `Denied`.

Table describing the `Approval No Review Held` process actions and statuses:

Action	Document Status	Approval Status
1. Manager complete edits to the document.	In Progress	Open
2. Manager click the **Submit For Approval** button to initiate the approval process	In Progress	Submitted
3. All persons in the approval chain approve the document.	In Progress	Approved
4. Manager clicks the **Complete** button to complete the document.	Complete	Approved

Note: If approval is denied in step three, the document status changes to **`In Progress`** and the approval status changes to **`Denied`**.

Table describing the `No Approval No Review Held` process actions and statuses:

Action	Document Status	Approval Status
1. Manager complete edits to the document.	In Progress	Approval Not Required
2. Manager clicks the **Complete** button to complete the document.	Complete	Approval Not Required

Table describing the `No Approval Review Held` process actions and statuses:

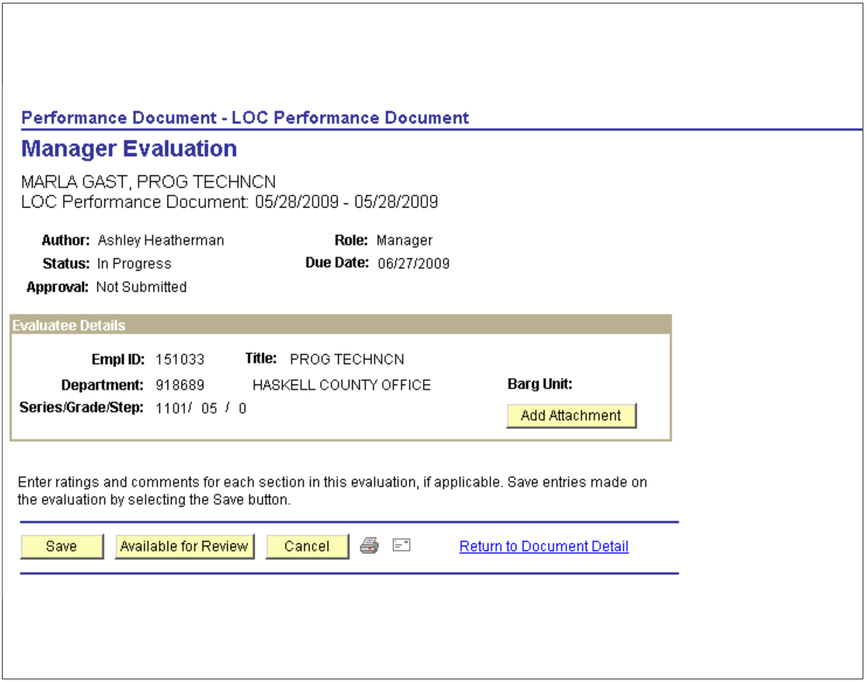
Action	Document Status	Approval
1. Manager completes edits to the document.	In Progress	Approval Not Required
2. Manager clicks the **Available For Review** button.	Available For Review	Approval Not Required
3. Manager discusses review with employee and clicks the **Review Held** button.	Review Held	Approval Not Required
4. Employee or manager clicks the **Acknowledge** button to acknowledge the document.	Acknowledged	Approval Not Required
5. Manager clicks the **Complete** to complete the document.	Complete	Approval Not Required

Conduct Reviews

This section shows the navigation to conduct reviews.

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item.

4. Select the ***Current Documents*** component.
5. Click a document link to open the Document Details page.
6. Click **Available For Review** on the Manager Evaluation - Performance Document page (**Figure 121**).



Performance Document - LOC Performance Document

Manager Evaluation

MARLA GAST, PROG TECHNCN
LOC Performance Document: 05/28/2009 - 05/28/2009

Author: Ashley Heatherman **Role:** Manager
Status: In Progress **Due Date:** 06/27/2009
Approval: Not Submitted

Evaluatee Details

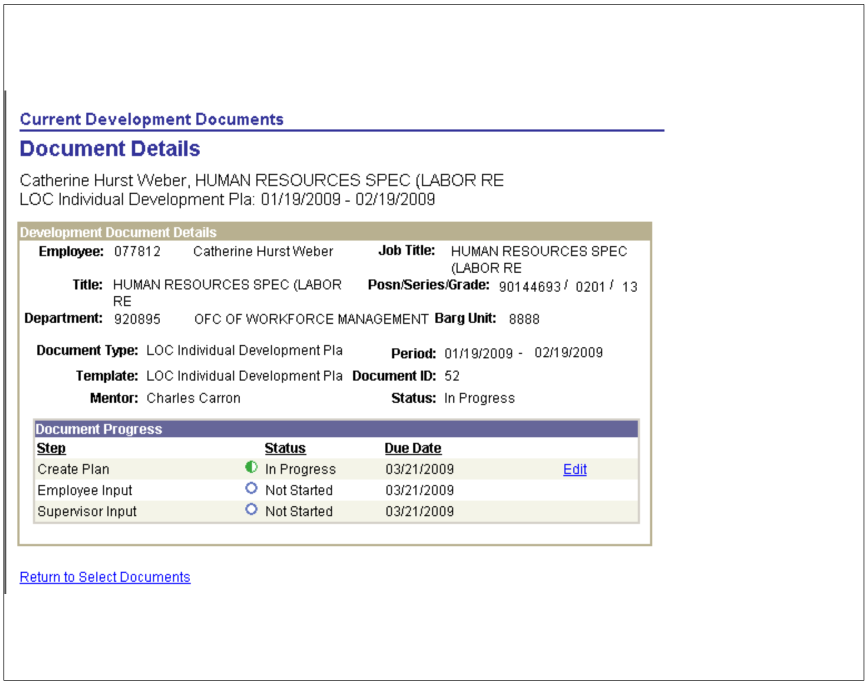
Empl ID: 151033 **Title:** PROG TECHNCN
Department: 918689 HASKELL COUNTY OFFICE **Barg Unit:**
Series/Grade/Step: 1101/ 05 / 0

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

Figure 121. Manager Evaluation - Performance Document page

OR

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Development Documents*** menu item.
4. Select the ***Current Documents*** component.
5. Click a document link to open the Document Details page.
6. Click **Edit** on the Document Details - Current Development Documents page (**Figure 122**).



Current Development Documents

Document Details

Catherine Hurst Weber, HUMAN RESOURCES SPEC (LABOR RE
LOC Individual Development Pla: 01/19/2009 - 02/19/2009

Development Document Details

Employee:	077812 Catherine Hurst Weber	**Job Title:**	HUMAN RESOURCES SPEC (LABOR RE
Title:	HUMAN RESOURCES SPEC (LABOR RE	**Posn/Series/Grade:**	90144693 / 0201 / 13
Department:	920895 OFC OF WORKFORCE MANAGEMENT	**Barg Unit:**	8888
Document Type:	LOC Individual Development Pla	**Period:**	01/19/2009 - 02/19/2009
Template:	LOC Individual Development Pla	**Document ID:**	52
Mentor:	Charles Carron	**Status:**	In Progress

Document Progress

Step	Status	Due Date	
Create Plan	◐ In Progress	03/21/2009	Edit
Employee Input	○ Not Started	03/21/2009	
Supervisor Input	○ Not Started	03/21/2009	

Return to Select Documents

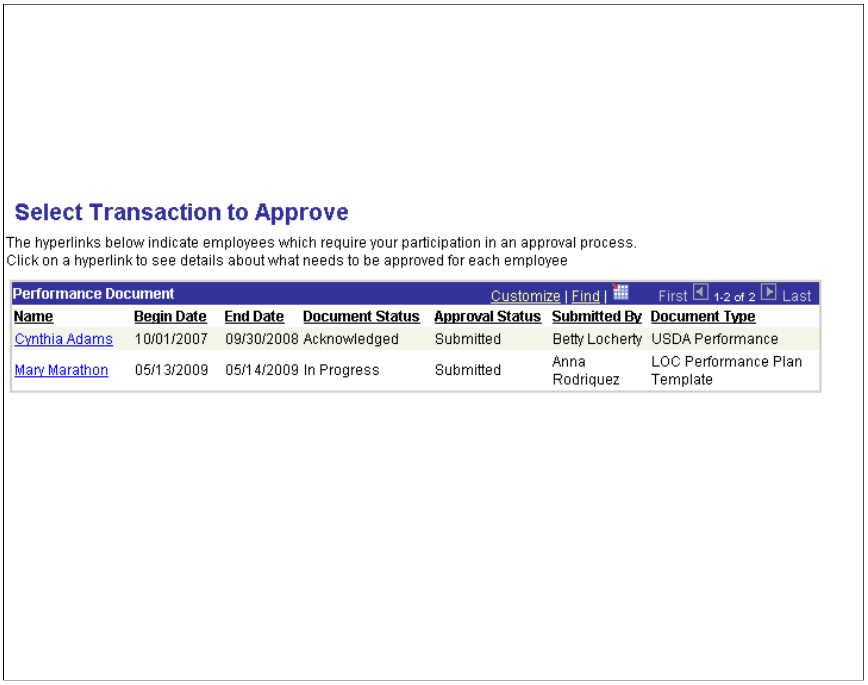
Figure 122. Document Details - Current Development Document

Approve Documents

This section discusses how to approve documents.

To access the Select Transaction to Approve page:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu item.
3. Select the ***Approve Documents*** component. The Select Transaction To Approve page (**Figure 123**) is displayed. This page allows the viewing of the documents that need to be approved. It is identical to the View Approval Status Summary page except the Select Transaction To Approve page lists only document that the managers has not yet approved, while the View Approval Status Summary page lists all document where the manager is an approver or an originator.



Select Transaction to Approve

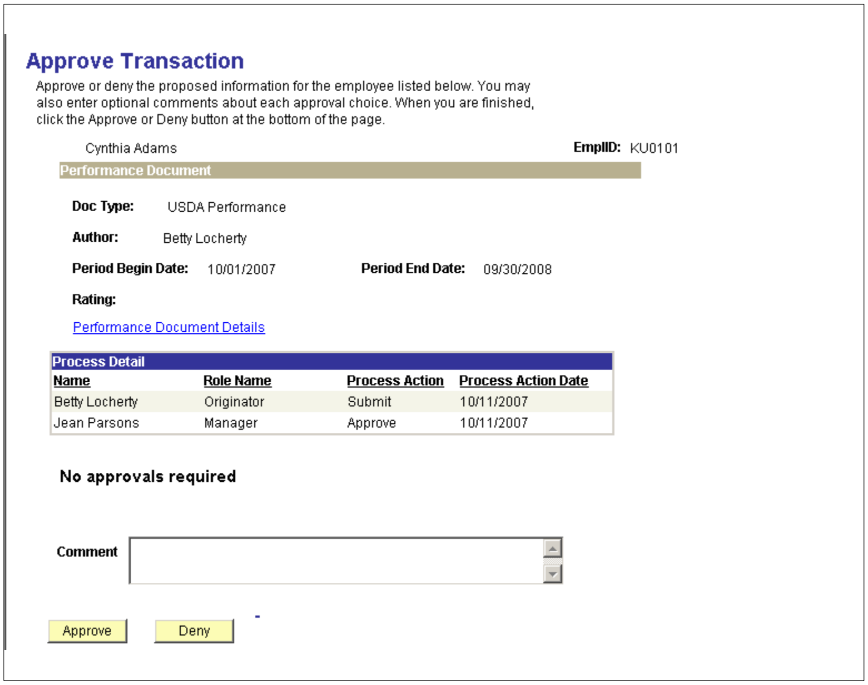
The hyperlinks below indicate employees which require your participation in an approval process.
Click on a hyperlink to see details about what needs to be approved for each employee

Performance Document

Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Document Type
Cynthia Adams	10/01/2007	09/30/2008	Acknowledged	Submitted	Betty Locherty	USDA Performance
Mary Marathon	05/13/2009	05/14/2009	In Progress	Submitted	Anna Rodriquez	LOC Performance Plan Template

Figure 123. Select Transaction To Approve page

4. Select a document to grant or deny approval of a document. The Approve Transaction page (**Figure 124**) is displayed. There are two roles that can use this page. The page below is identical in use, except that the Approve Transaction page is used by managers and the Approve Performance Documents page is used by HR Administrator.



Approve Transaction

Approve or deny the proposed information for the employee listed below. You may also enter optional comments about each approval choice. When you are finished, click the Approve or Deny button at the bottom of the page.

Cynthia Adams
EmplID: KU0101

Performance Document

Doc Type: USDA Performance

Author: Betty Locherty

Period Begin Date: 10/01/2007
Period End Date: 09/30/2008

Rating:

Performance Document Details

Process Detail

Name	Role Name	Process Action	Process Action Date
Betty Locherty	Originator	Submit	10/11/2007
Jean Parsons	Manager	Approve	10/11/2007

No approvals required

Comment

Figure 124. Approve Transaction page

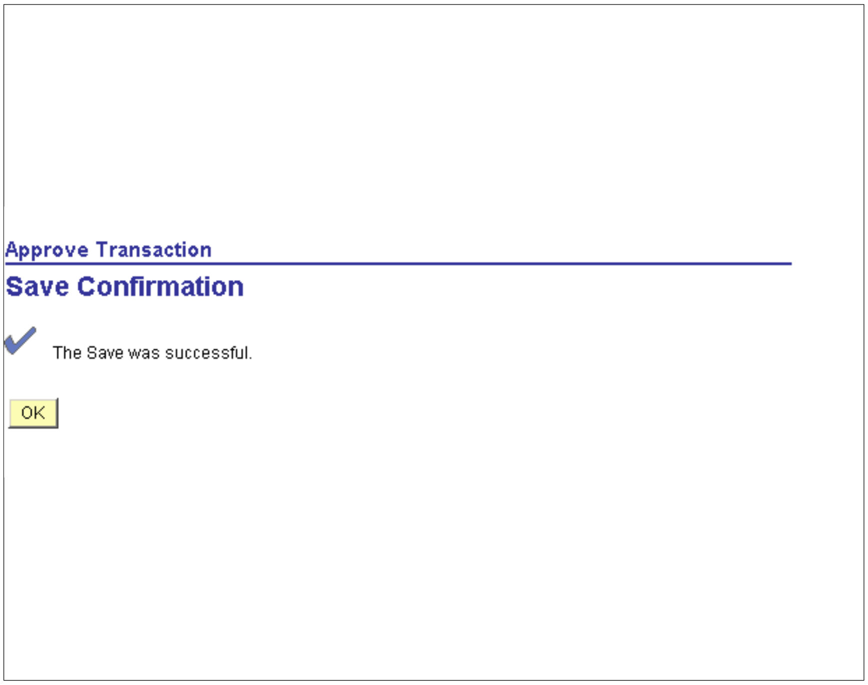
5. Complete the fields as follows:

EmplID	This field is populated with the employee ID that the rating is for.
Doc Type	This field is populated with the type of document that is to be approved.
Author	This field is populated with name of the role that is approve the document.
Period Begin Date	This field is populated with the beginning date of the performance period.
Period End Date	This field is populated with the ending date of the performance period.
Rating	This field is populated with the rating of the employee.
Name	This field is the name of the the author.
Role Name	This field is the role name of the author.
Process Action	This field is the process action status.
Process Action Date	This field is the process action status date.
Evaluation Approval Chain	This group box displays the approvers in the approval process and their status. Click the name link to open a new browser window containing detailed information about the approver.
Comment	This text box is used to explain the reason for approving the document, or denying approval.

6. Click **Approve** to approve the transaction. The Save Confirmation - Approve Transaction page (**Figure 125**) is displayed.

OR

Click **Deny** to deny the transaction. The Save Confirmation - Approve Transaction page (**Figure 125**) is displayed.



Approve Transaction

Save Confirmation

The Save was successful.

Figure 125. Save Confirmation - Approve Transaction page

7. Click **OK**. The Select Transaction To Approve page (**Figure 123**) is displayed.
8. At this point, the following options are available:

Step	Description
Click the ***Performance Document Details*** link	To display the Manager Evaluation page in the display-only mode. The page contains the consolidated evaluations and comments from all participants.
Click the ***Approval Summary*** link	To view the summary of the approval process.

Resolve Approval Transaction In Error

If an error occurs and the system is not able to route the transaction to its intended approver, the system automatically routes the transaction to the administrator, as defined on the approval process definition. The administrator can then review the transaction using the Monitor Approvals component to approve, deny, or reassign the transaction to the appropriate approver.

Delegate Approvals

Approvers can delegate the approval of a performance or development document to another peer or subordinate.

To delegate the approval transaction:

1. An administrator must activate information on the Configure Delete Transaction page.
2. The manager must assign a proxy using the Manage Delegation page.

Administrative Tasks

Certain administrative tasks can be performed outside of the evaluation cycle. Typically, administrators perform these tasks for documents that belong to one or more groups of employees that do not report to them, while managers work only with documents for employees or groups that report directly to them.

This section contains the following topic:

Managing Administrative Tasks

Managing Administrative Tasks

The task is a manager function and is only available from the Manager Self Service menu.

This section discusses how to manage administrative tasks and includes the following topics:

Transferring Documents
Resetting Document Status
Cancelling Documents
Deleting Documents
Preliminary Ratings
Viewing Documents

Transferring Documents

A document might be transferred from one manager to another if an employee is reassigned or if a reorganization occurs. Administrators can transfer any document that is in any status. Managers can transfer only documents that they currently own with a status of `In Progress`, `Available For Review`, `Review Held`, or `Acknowledged`.

When a document is transferred, the system automatically notifies the new manager that is responsible for completing the evaluation process that is in progress for that employee.

To transfer a document:

1. Select the ***Manager Self Service*** menu.

   OR

   Select the ***Workforce Development*** menu.

2. Select the ***Performance Management*** menu group.

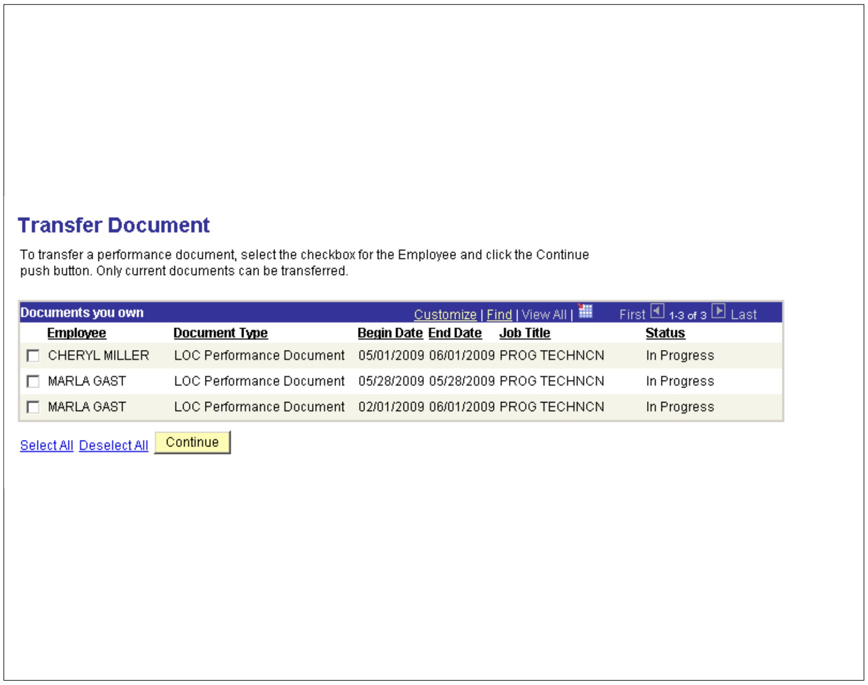
3. Select the ***Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.

4. Select the ***Administrative Tasks*** menu item.

5. Select the ***Transfer Document*** component. The Transfer Document page (**Figure 126**) is displayed. This page allows the user to search, select, and transfer any document with a status of `In Progress` regardless of the manager.



Transfer Document

To transfer a performance document, select the checkbox for the Employee and click the Continue push button. Only current documents can be transferred.

Documents you own

	Employee	Document Type	Begin Date	End Date	Job Title	Status
☐	CHERYL MILLER	LOC Performance Document	05/01/2009	06/01/2009	PROG TECHNCN	In Progress
☐	MARLA GAST	LOC Performance Document	05/28/2009	05/28/2009	PROG TECHNCN	In Progress
☐	MARLA GAST	LOC Performance Document	02/01/2009	06/01/2009	PROG TECHNCN	In Progress

Figure 126. Transfer Document page

6. The following fields are located on the page. If no employees report to the manager, the message will display on the page.

   OR

   Click **Cancel** to return to the previous page.

7. Select the checkbox for the Employee to change the document status.

   OR

   Click the ***Select All*** link to select all the employees on the list. Click the ***Deselect All*** link to deselect all the employees on the list.

Employee	This field is the employee’s name.
Document Type	This field is the type of document to be cancelled.
Begin Date	This field is the starting date of the performance document.
End Date	This field is the ending date of the performance document.
Job Title	This field is the job title of the employee.
Status	This field is the status of the document.

8. Click **Continue**.

9. Click the ***Select A Manager*** link. The Person Search - Simple page (**Figure 127**) is displayed.

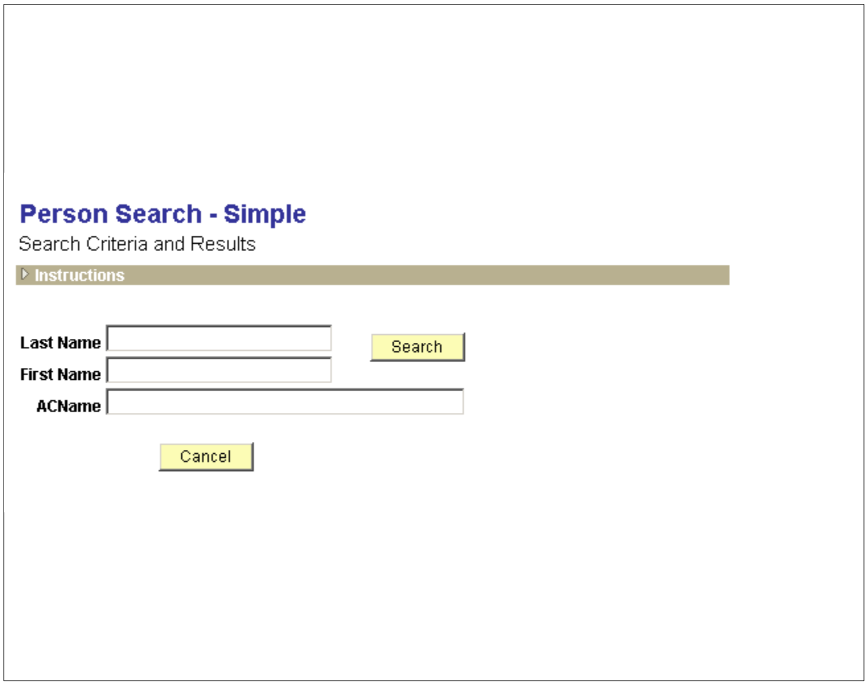

Person Search - Simple
Search Criteria and Results
Instructions
Last Name
First Name
ACName
Search
Cancel

Figure 127. Person Search - Simple page

10. Complete the fields as follows:

Last Name	This field is the manager’s last name where the document will be transferred. Enter the last name of the manager.
First Name	This field is the manager’s first name where the document will be transferred. Enter the first name of the manager.
AC Name	Enter the name if applicable.

Note: One of the fields above must be entered before the search function can be used.

OR

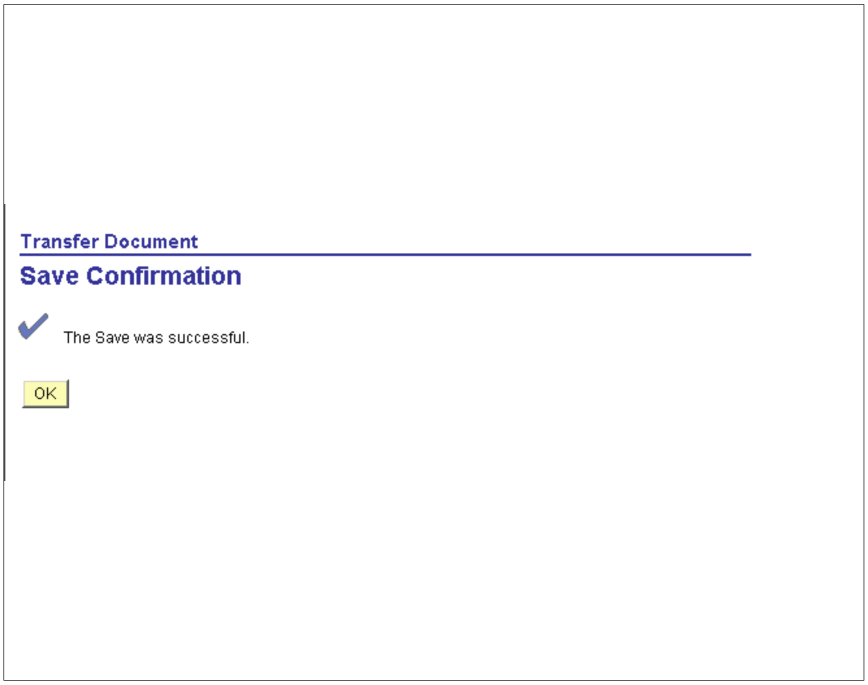
Click **Search**. The list of managers are listed. Select a manager.

11. Click **OK**. The manager’s name is populated.

OR

Click **Cancel** to return to the previous page.

12. Click **Continue**. The Save Confirmation - Transfer Document page (**Figure 128**) is displayed. The employee(s) that were selected appear on this page.



Transfer Document

Save Confirmation

The Save was successful.

Figure 128. Save Confirmation - Transfer Document page

13. Click **OK**. The document has been transferred to the selected manager.

Resetting Document Status

The status of individual evaluations that are part of a documents changes when employees and managers perform tasks such as opening and completing the evaluation or managers mark an evaluation as `Available For Review`, `Review Held`, or `Acknowledged`. The manager can also change the status of an employee evaluation by clicking the **Reopen** button on the Employee Evaluation page. This changes the status of the employee evaluation back to `In Progress`. The **Reopen** button is available to the manager and ePerformance Administrator (ePerformance Admin) for evaluations when they are not the owner (the manager can’t reopen their own evaluations) and the evaluation status is `Complete` or `Cancelled` and the overall document status is `In Progress`. Once the manager moves their document status past `In Progress`, they can not reopen the employee evaluation.

However, additional situations might occur where managers or ePerformance administrators need to change the statuses of documents as a whole. Document statues are changed using pages that are found on the ***Administrative Tasks*** menu. Document statuses can only be changed to `In Progress`.

Managers can change document to `In Progress` form any of the following statuses:

- `Available For Review`
- `Review Held`
- `Acknowledged`

Managers can change document status to `In Progress` from any of the above statuses plus:

- **`Cancelled`**
- **`Complete`**

If a document is changes from **`Cancelled`** or **`Complete`** to **`In Progress`** status, the document is removed from all approval queues and becomes inaccessible to the employee. If the status is changed from **`Complete`** to **`In Progress`**, the following steps on the Document Details page also change to **`In Progress`**: Nominate Participants; Track Nominations; and Review Participant Evaluations.

Any competency ratings that were pushed from the completed evaluation to competency management are rolled back. Manager must then move the document back through the entire sequence of statuses until they can once again mark it as **`Complete`**.

To reset the document status:

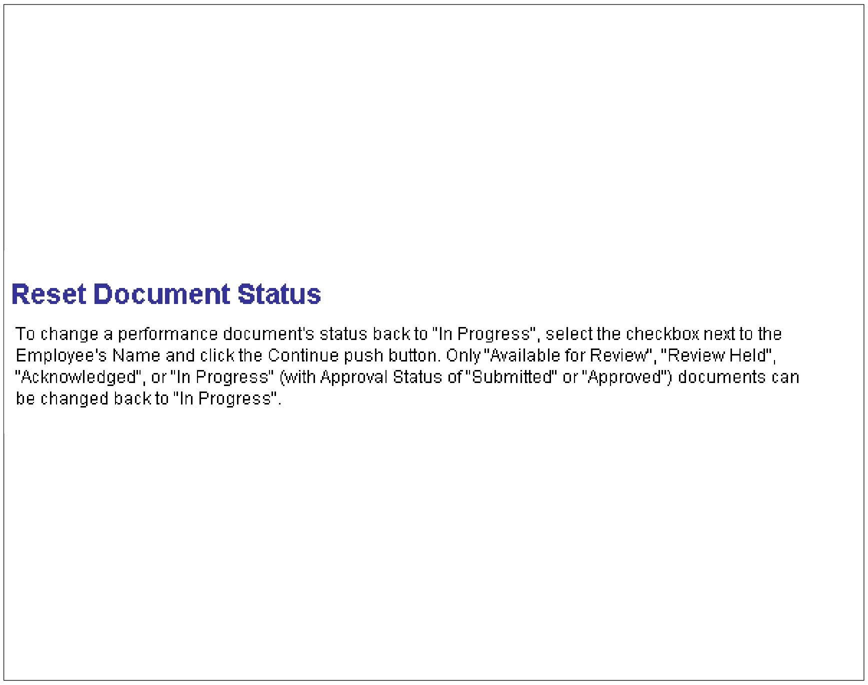
1. Select the ***Manager Self Service*** menu.

   OR

   Select the ***Workforce Development*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.
4. Select the ***Administrative Tasks*** menu item.
5. Select the ***Reset Document Status*** component. The Reset Document Status page (**Figure 129**) is displayed. The manager’s view of this page includes all documents in the **`Available For Review`**, **`Review Held`**, or **`Acknowledged`** status appear in the list.



Reset Document Status

To change a performance document's status back to "In Progress", select the checkbox next to the Employee's Name and click the Continue push button. Only "Available for Review", "Review Held", "Acknowledged", or "In Progress" (with Approval Status of "Submitted" or "Approved") documents can be changed back to "In Progress".

Figure 129. Reset Document Status page

6. The following fields are located on the page. If no employees report to the manager, the message will display on the page.

   OR

   Click **Cancel** to return to the previous page.

7. Select the checkbox for the Employee to change the document status.

   OR

   Click the ***Select All*** link to select all the employees on the list. Click the ***Deselect All*** link to deselect all the employees on the list.

8. Click **Continue**.

Cancelling Documents

ePerformance enables managers and ePerformance administrators to cancel a document. Managers can only cancel documents with a status of `In Progress`. ePerformance administrators can cancel any document that is not already cancelled.

After the document is cancelled, it becomes inactive. Canceling a document does not remove it from the system - it only marks it as cancelled and the document appears in the Historical Documents page instead of Current Documents.

If the system is to update Manage Profiles, the system deletes all document that have been completed and updated to the Manager Profiles business process.

To cancel documents:

1. Select the ***Manager Self Service*** menu.

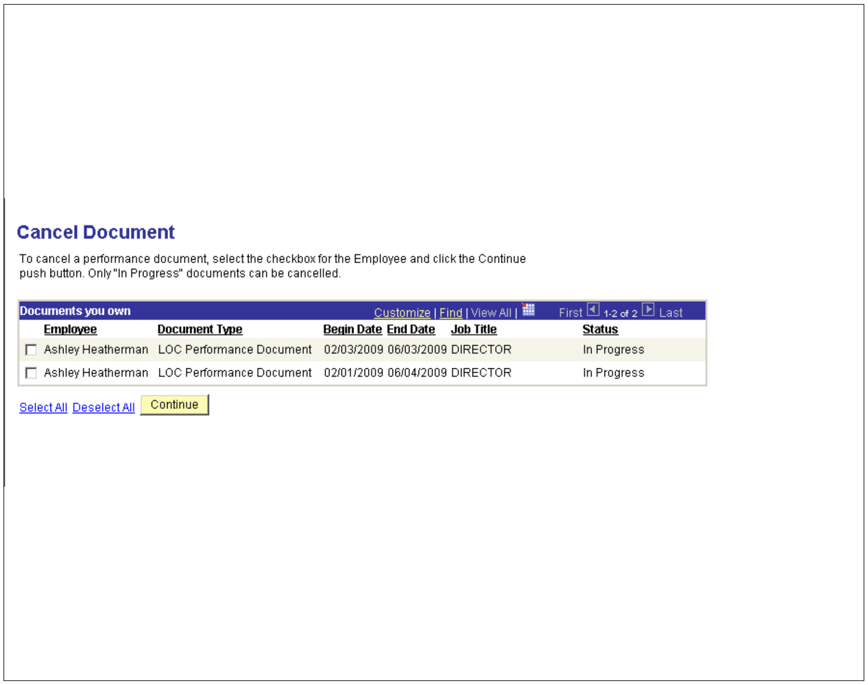
   OR

Select the ***Workforce Development*** menu.

2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.
4. Select the ***Administrative Tasks*** menu item.
5. Select the ***Cancel Document*** component. The Cancel Document page (**Figure 130**) is displayed. Manager's use this search box to search for documents they own and where the status is `In Progress`. ePerformance administrators use this group box to search for non-cancelled documents, regardless of the manager.



Cancel Document

To cancel a performance document, select the checkbox for the Employee and click the Continue push button. Only "In Progress" documents can be cancelled.

Documents you own

	Employee	Document Type	Begin Date	End Date	Job Title	Status
☐	Ashley Heatherman	LOC Performance Document	02/03/2009	06/03/2009	DIRECTOR	In Progress
☐	Ashley Heatherman	LOC Performance Document	02/01/2009	06/04/2009	DIRECTOR	In Progress

Figure 130. Cancel Document page

6. Select the checkbox for the Employee to cancel the document. The following fields are located on the page.

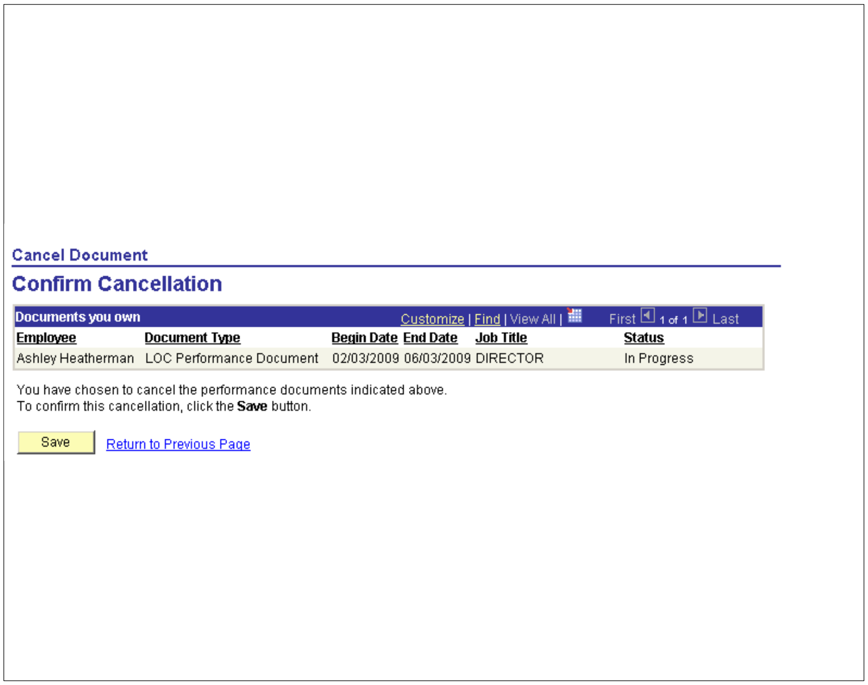
   OR

   Click the ***Select All*** link to select all the employees on the list. Click the ***Deselect All*** link to deselect all the employees on the list.

Employee	This field is the employee's name.
Document Type	This field is the type of document to be cancelled.
Begin Date	This field is the starting date of the performance document.

End Date	This field is the ending date of the performance document.
Job Title	This field is the job title of the employee.
Status	This field is the status of the document.

7. Click **Continue**. The Confirm Cancellation page (**Figure 131**) is displayed.



Cancel Document

Confirm Cancellation

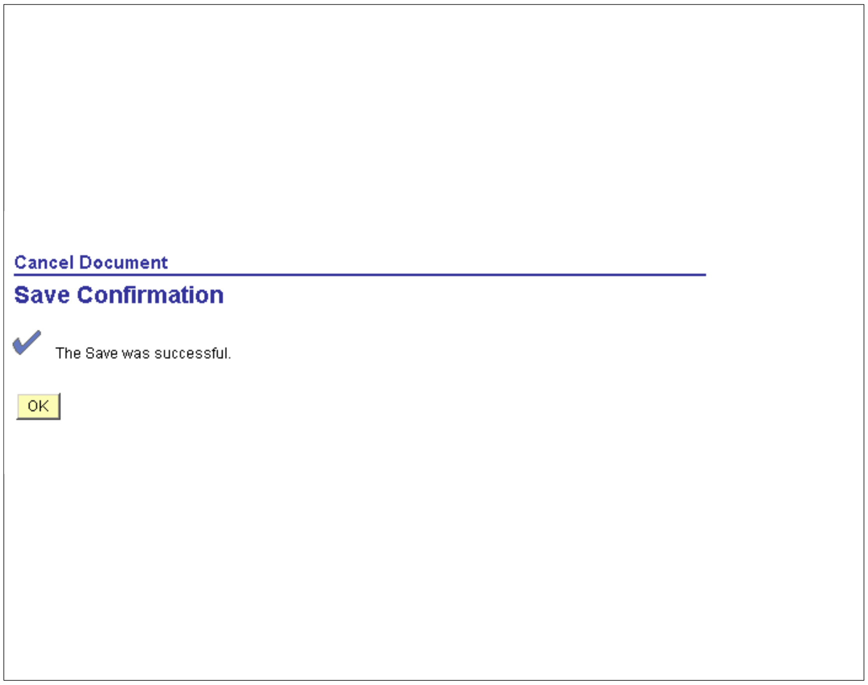
Documents you own

Employee	Document Type	Begin Date	End Date	Job Title	Status
Ashley Heatherman	LOC Performance Document	02/03/2009	06/03/2009	DIRECTOR	In Progress

You have chosen to cancel the performance documents indicated above.
To confirm this cancellation, click the **Save** button.

Figure 131. Confirm Cancellation page

8. Click **Save**. The Save Confirmation - Cancel Document page (**Figure 132**) is displayed.



The Save was successful.

Figure 132. Save Confirmation - Cancel Document page

9. Click **OK**. The document that was cancelled is removed from the Cancel Document page (**Figure 130**).

Deleting Documents

Because cancelled documents are not physically deleted from the system, ePerformance provides a delete function that enables the document to be removed and all their associated evaluations completely from the system.

To delete documents:

1. Select the ***Manager Self Service*** menu.

   OR

   Select the ***Workforce Development*** menu.

2. Select the ***Performance Management*** menu group.

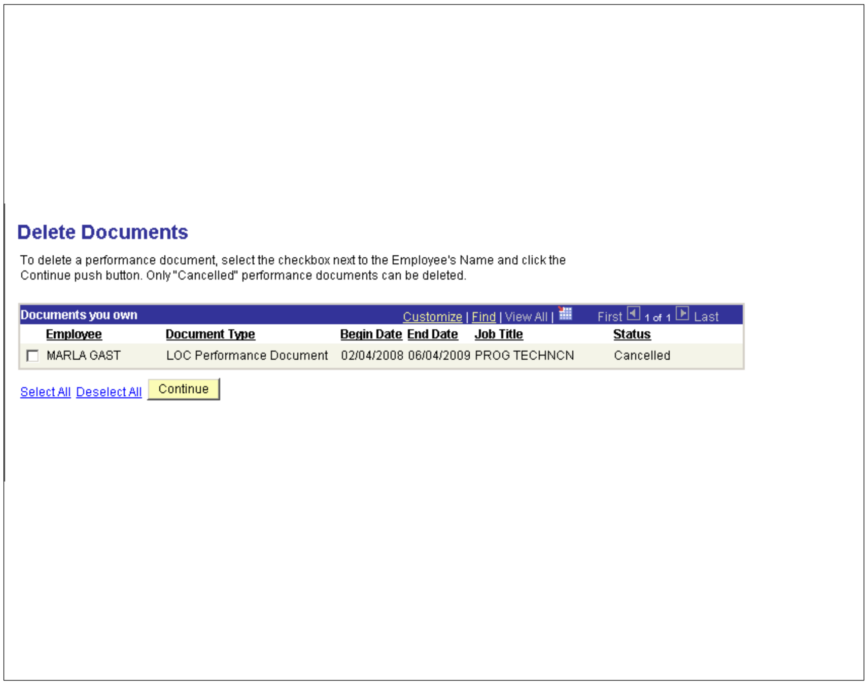
3. Select the ***Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.

4. Select the ***Administrative Tasks*** menu item.

5. Select the ***Delete Document*** component. The Delete Documents page (**Figure 133**) is displayed. The ePerformance administrator can delete any document that is in the `Cancelled` status. The Manager's view displays the cancelled document(s) that the manager owns.



Delete Documents

To delete a performance document, select the checkbox next to the Employee's Name and click the Continue push button. Only "Cancelled" performance documents can be deleted.

Documents you own

	Employee	Document Type	Begin Date	End Date	Job Title	Status
☐	MARLA GAST	LOC Performance Document	02/04/2008	06/04/2009	PROG TECHNCN	Cancelled

Figure 133. Delete Documents page

6. Select the checkbox for the Employee to delete the document. The following fields are located on the page.

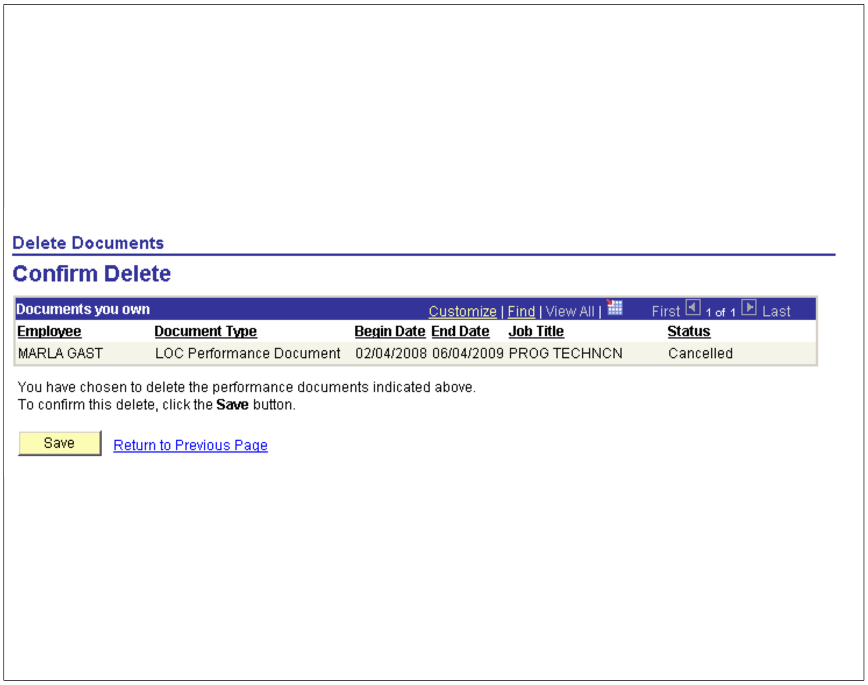
7. Click **Continue**. The Confirm Delete page (**Figure 134**) is displayed. The employee(s) that were selected appear on this page.

   OR

   Click the ***Select All*** link to select all the employees on the list. Click the ***Deselect All*** link to deselect all the employees on the list.

Employee	This field is the employee's name.
Document Type	This field is the type of document to be cancelled.
Begin Date	This field is the starting date of the performance document.
End Date	This field is the ending date of the performance document.
Job Title	This field is the job title of the employee.
Status	This field is the status of the document.

8. Click **Continue**. The Confirm Cancellation page (**Figure 131**) is displayed.



Delete Documents

Confirm Delete

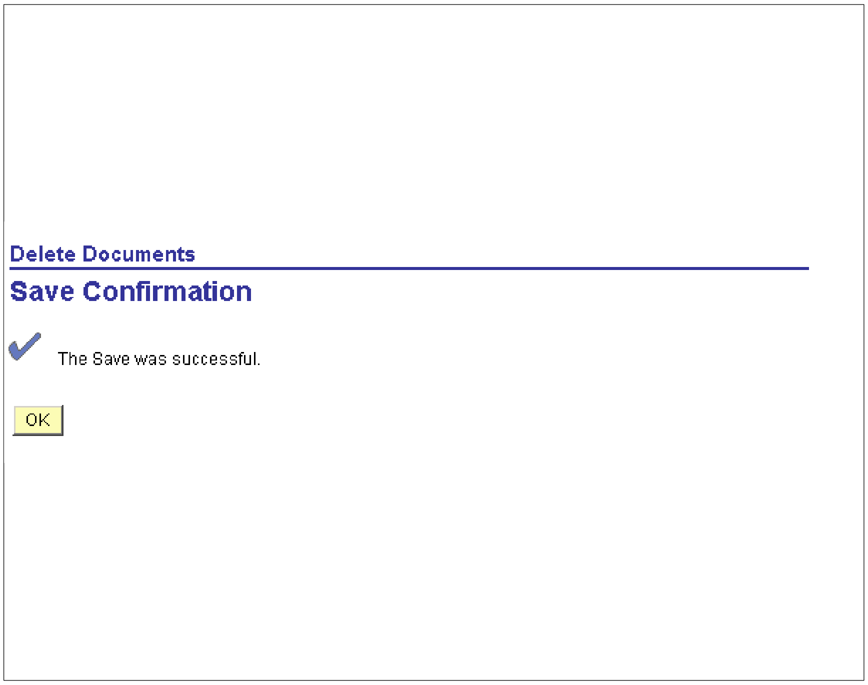
Documents you own

Employee	Document Type	Begin Date	End Date	Job Title	Status
MARLA GAST	LOC Performance Document	02/04/2008	06/04/2009	PROG TECHNCN	Cancelled

You have chosen to delete the performance documents indicated above.
To confirm this delete, click the **Save** button.

Figure 134. Confirm Delete page

9. Click **Save**. The Save Confirmation - Deleted Documents page (**Figure 135**) is displayed.



Delete Documents

Save Confirmation

✓ The Save was successful.

Figure 135. Save Confirmation - Deleted Documents page

10. Click **OK**. The document is is removed from the Delete Documents page (**Figure 133**).

Preliminary Ratings

Managers can enter preliminary ratings for employees and update these ratings at any time that a document's status is `In Progress`. Preliminary ratings use the rating model that is defined for the Overall Summary section and are used to generate the View Ratings Summary report used to analyze whether ratings are distributed in the expected manner. Employees cannot view preliminary ratings.

To enter a preliminary rating:

1. Select the ***Manager Self Service*** menu.

   OR

   Select the ***Workforce Development*** menu.

2. Select the ***Performance Management*** menu group.

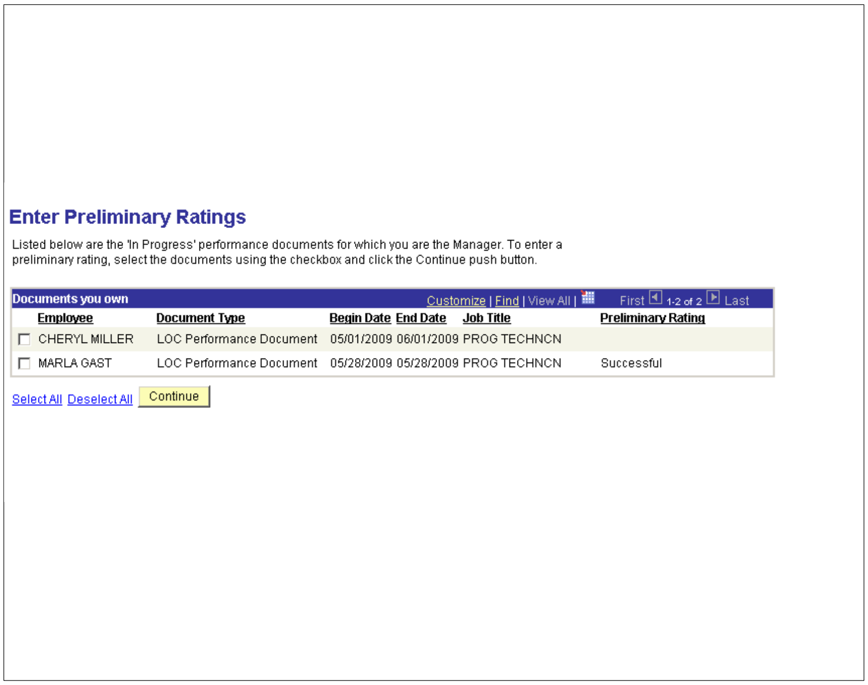
3. Select the ***Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.

4. Select the ***Administrative Tasks*** menu item.

5. Select the ***Enter Preliminary Ratings*** component. The Enter Preliminary Ratings page (**Figure 136**) is displayed.



Enter Preliminary Ratings

Listed below are the 'In Progress' performance documents for which you are the Manager. To enter a preliminary rating, select the documents using the checkbox and click the Continue push button.

Documents you own

	Employee	Document Type	Begin Date	End Date	Job Title	Preliminary Rating
☐	CHERYL MILLER	LOC Performance Document	05/01/2009	06/01/2009	PROG TECHNCN	
☐	MARLA GAST	LOC Performance Document	05/28/2009	05/28/2009	PROG TECHNCN	Successful

Figure 136. Enter Preliminary Ratings page

6. Select the checkbox for the Employee to delete the document. The following fields are located on the page.

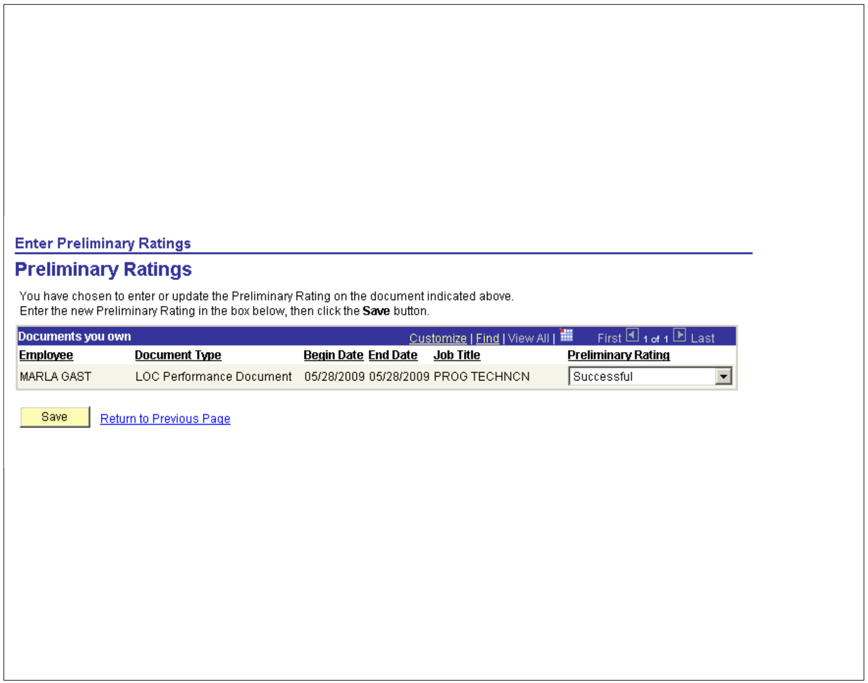
7. Click **Continue**. The Preliminary Ratings - Enter Preliminary Ratings page (**Figure 137**) is displayed. The employee(s) that were selected appear on this page.

   OR

   Click the ***Select All*** link to select all the employees on the list. Click the ***Deselect All*** link to deselect all the employees on the list.

Employee	This field is the employee's name.
Document Type	This field is the type of document to be cancelled.
Begin Date	This field is the starting date of the performance document.
End Date	This field is the ending date of the performance document.
Job Title	This field is the job title of the employee.
Status	This field is the status of the document.

8. Click **Continue**. The Preliminary Ratings - Enter Preliminary Ratings page (**Figure 137**) is displayed.



Enter Preliminary Ratings

Preliminary Ratings

You have chosen to enter or update the Preliminary Rating on the document indicated above.
Enter the new Preliminary Rating in the box below, then click the **Save** button.

Employee	Document Type	Begin Date	End Date	Job Title	Preliminary Rating
MARLA GAST	LOC Performance Document	05/28/2009	05/28/2009	PROG TECHNCN	Successful

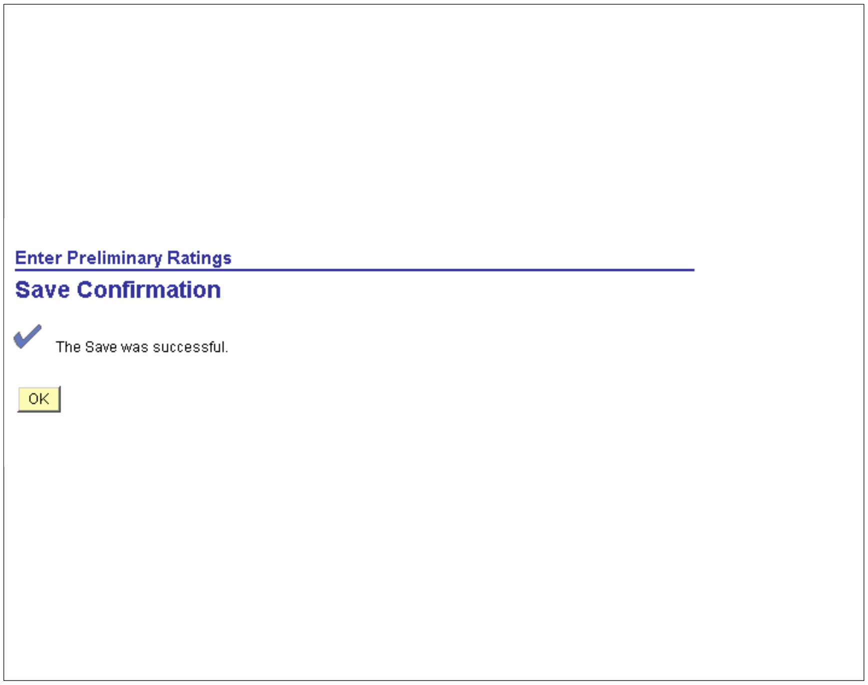
Figure 137. Preliminary Ratings - Enter Preliminary Ratings page

9. Complete the field as follows:

Preliminary Rating	Select a preliminary rating from the drop-down list. The valid values are as follows:

Preliminary Rating Valid Values
Commendable
Expectations
Minimally Successful
Not Applicable
Outstanding
Satisfactory
Unsatisfactory

10. Click **Save**. The Save Confirmation - Enter Preliminary Ratings page (**Figure 138**) is displayed.



The Save was successful.

Figure 138. Save Confirmation - Enter Preliminary Ratings page

11. Click **OK**. The preliminary rating is completed.

Viewing Documents

The ePerformance administrator role can view any document in any status for groups that they manage and perform certain tasks that change the document status or due date. This is a “safety valve” in case the employee or manager are unable to complete tasks.

To view documents:

1. Select the ***Manager Self Service*** menu.

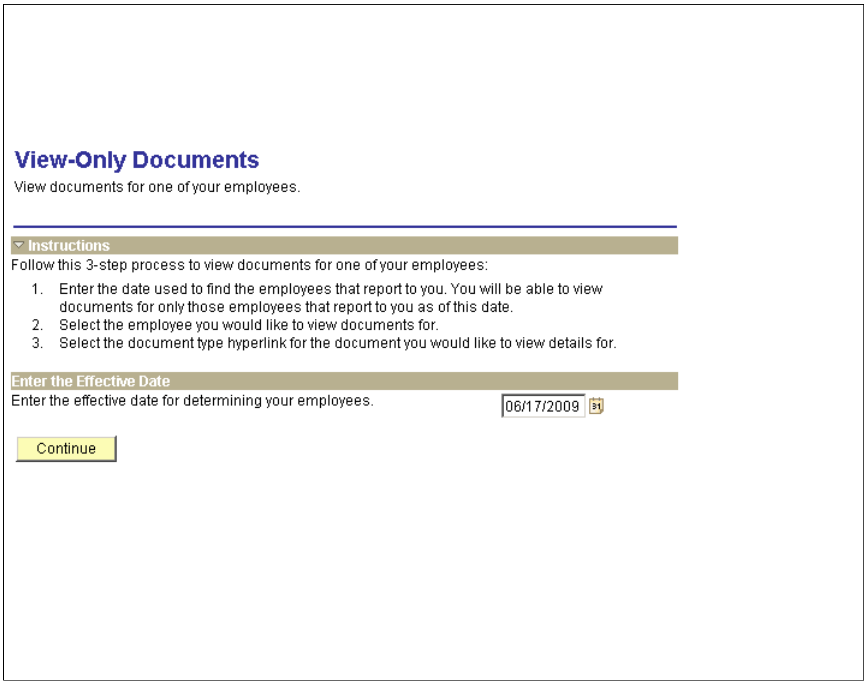
   OR

Select the ***Workforce Development*** menu.

2. Select the ***Performance Management*** menu group.
3. Select the ***Performance Documents*** menu item.

   OR

   Select the ***Development Documents*** menu item.
4. Select the ***View Documents*** menu item.
5. Select the ***View Performance Documents*** or ***View Development Documents*** component. The View-Only Documents page (**Figure 139**) is displayed.



View-Only Documents

View documents for one of your employees.

Instructions

Follow this 3-step process to view documents for one of your employees:

1. Enter the date used to find the employees that report to you. You will be able to view documents for only those employees that report to you as of this date.
2. Select the employee you would like to view documents for.
3. Select the document type hyperlink for the document you would like to view details for.

Enter the Effective Date

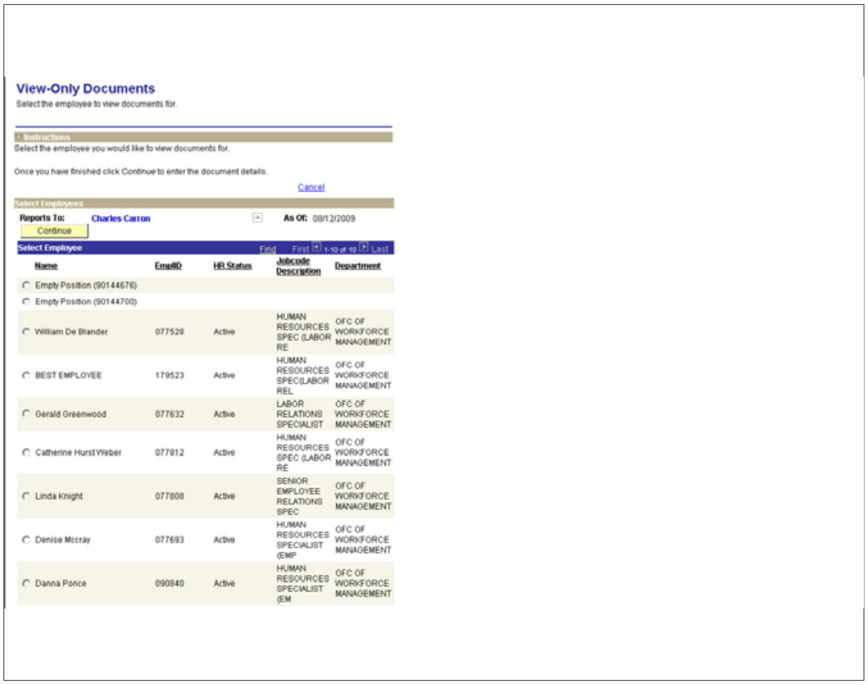
Enter the effective date for determining your employees. 06/17/2009

Figure 139. View-Only Documents page (for one employee)

6. Complete the field as follows:

Enter The Effective Date For Determining Your Employees	Enter a date or select a date from the calendar icon.

7. Click **Continue**. The View-Only Documents page (**Figure 140**) is displayed.



View-Only Documents

Select the employee to view documents for.

Instructions

Select the employee you would like to view documents for.

Once you have finished click *Continue* to enter the document details.

Cancel

Select Employees

Reports To: Charles Carron **As Of:** 08/12/2009

	Name	EmplID	HR Status	Jobcode Description	Department
○	Empty Position (90144676)				
○	Empty Position (90144700)				
○	William De Blander	077528	Active	HUMAN RESOURCES SPEC (LABOR RE	OFC OF WORKFORCE MANAGEMENT
○	BEST EMPLOYEE	179523	Active	HUMAN RESOURCES SPEC(LABOR REL	OFC OF WORKFORCE MANAGEMENT
○	Gerald Greenwood	077632	Active	LABOR RELATIONS SPECIALIST	OFC OF WORKFORCE MANAGEMENT
○	Catherine Hurst Weber	077812	Active	HUMAN RESOURCES SPEC (LABOR RE	OFC OF WORKFORCE MANAGEMENT
○	Linda Knight	077808	Active	SENIOR EMPLOYEE RELATIONS SPEC	OFC OF WORKFORCE MANAGEMENT
○	Denise Mccray	077693	Active	HUMAN RESOURCES SPECIALIST (EMP	OFC OF WORKFORCE MANAGEMENT
○	Danna Ponce	090840	Active	HUMAN RESOURCES SPECIALIST (EM	OFC OF WORKFORCE MANAGEMENT

Figure 140. View-Only Documents page (for a list of employees)

8. The following fields are located on the page. If no employees report to the manager, the message will display on the page.

   OR

   Click **Cancel** to return to the previous page.

Employee	This field is the employee's name.
Document Type	This field is the type of document to be cancelled.
Begin Date	This field is the starting date of the performance document.
End Date	This field is the ending date of the performance document.
Job Title	This field is the job title of the employee.
Status	This field is the status of the document.

9. Select the checkbox for the Employee to view the document.
10. Click **Continue**. The document details for the selected employee will display.

Reports

There are reports that ePerformance provides to assist human resources (HR) administrators and managers with the tools to monitor documents.

This section provides an overview of reports in ePerformance and discusses how to generate reports. The following is a list of reports discussed:

Printable Performance Appraisal/Development Plan
Graphical Rating Report
Missing Documents
Late Documents Report
Performance Summary
Detailed Staff
Staff Summary - Series
Staff Summary - Location
Retirement Eligibility
Executive Summary

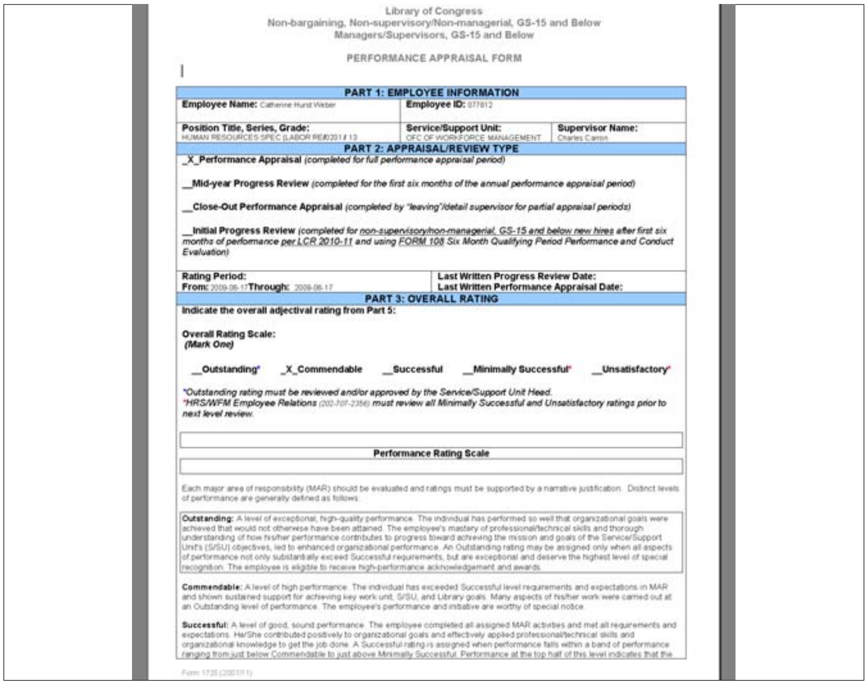
Printable Performance Appraisal/Development Plan

A Performance Appraisal/Development Plan can be printed during the process or when the process is complete.

Note: The pop-up blocker must be turned off to print a document. If the document does not display, depress the **ALT** and **Ctrl** at the same time while clicking the print icon on the document. Continue to hold the **Alt** and **Ctrl** until the document appears.

To print a document:

1. Select a Document Type from the Current/History Performance Documents/Development Documents for the applicable employee.
2. Click the **printer icon**. The printed document (**Figure 141**) is displayed. Below is a sample of a printed document.



Library of Congress
Non-bargaining, Non-supervisory/Non-managerial, GS-15 and Below
Managers/Supervisors, GS-15 and Below

PERFORMANCE APPRAISAL FORM

PART 1: EMPLOYEE INFORMATION

Employee Name: Catherine Hurst Weber
Employee ID: 077812
Position Title, Series, Grade: HUMAN RESOURCES SPEC (LABOR RE/0201 / 13
Service/Support Unit: OFC OF WORKFORCE MANAGEMENT
Supervisor Name: Charles Carron

PART 2: APPRAISAL/REVIEW TYPE

_X_Performance Appraisal *(completed for full performance appraisal period)*

__Mid-year Progress Review *(completed for the first six months of the annual performance appraisal period)*

__Close-Out Performance Appraisal *(completed by "leaving"/detail supervisor for partial appraisal periods)*

__Initial Progress Review *(completed for non-supervisory/non-managerial, GS-15 and below new hires after first six months of performance per LCR 2010-11 and using FORM 108 Six Month Qualifying Period Performance and Conduct Evaluation)*

Rating Period:
From: 2009-06-17 **Through:** 2009-06-17
Last Written Progress Review Date:
Last Written Performance Appraisal Date:

PART 3: OVERALL RATING

Indicate the overall adjectival rating from Part 5:

Overall Rating Scale:
(Mark One)

__Outstanding* **_X_Commendable** **__Successful** **__Minimally Successful*** **__Unsatisfactory***

****Outstanding rating must be reviewed and/or approved by the Service/Support Unit Head.***
****HRS/WFM Employee Relations** (202-707-2356) **must review all Minimally Successful and Unsatisfactory ratings prior to next level review.***

Performance Rating Scale

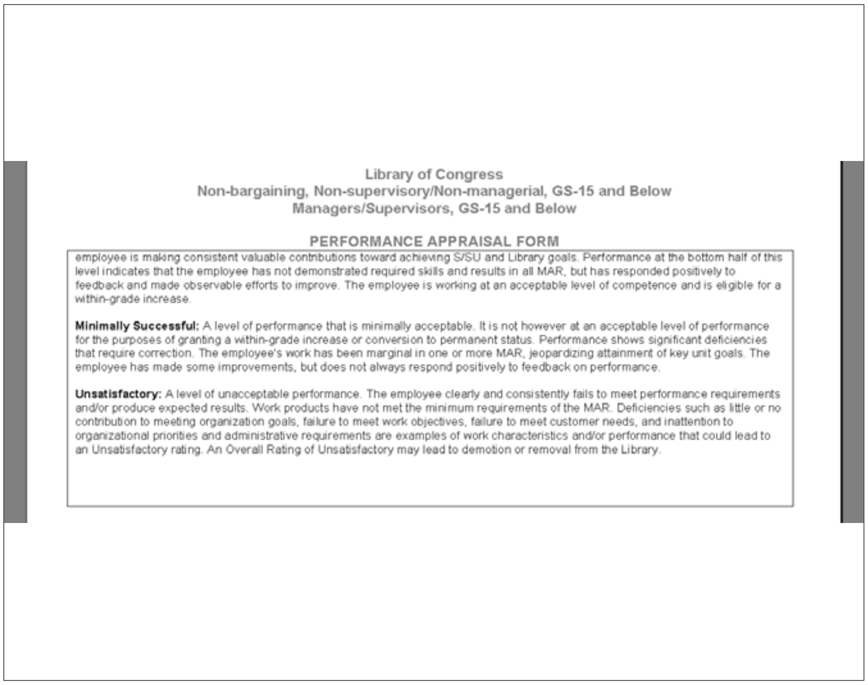
Each major area of responsibility (MAR) should be evaluated and ratings must be supported by a narrative justification. Distinct levels of performance are generally defined as follows:

Outstanding: A level of exceptional, high-quality performance. The individual has performed so well that organizational goals were achieved that would not otherwise have been attained. The employee's mastery of professional/technical skills and thorough understanding of how his/her performance contributes to progress toward achieving the mission and goals of the Service/Support Unit's (S/SU) objectives, led to enhanced organizational performance. An Outstanding rating may be assigned only when all aspects of performance not only substantially exceed Successful requirements, but are exceptional and deserve the highest level of special recognition. The employee is eligible to receive high-performance acknowledgement and awards.

Commendable: A level of high performance. The individual has exceeded Successful level requirements and expectations in MAR and shown sustained support for achieving key work unit, S/SU, and Library goals. Many aspects of his/her work were carried out at an Outstanding level of performance. The employee's performance and initiative are worthy of special notice.

Successful: A level of good, sound performance. The employee completed all assigned MAR activities and met all requirements and expectations. He/She contributed positively to organizational goals and effectively applied professional/technical skills and organizational knowledge to get the job done. A Successful rating is assigned when performance falls within a band of performance ranging from just below Commendable to just above Minimally Successful. Performance at the top half of this level indicates that the

Form 1726 (2007/11)



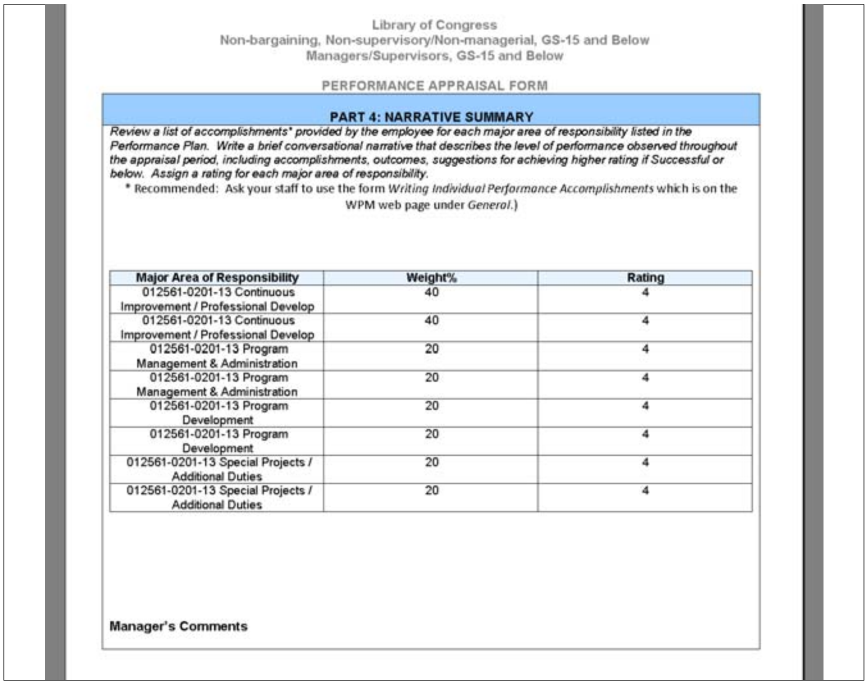
Library of Congress
Non-bargaining, Non-supervisory/Non-managerial, GS-15 and Below
Managers/Supervisors, GS-15 and Below

PERFORMANCE APPRAISAL FORM

employee is making consistent valuable contributions toward achieving S/SU and Library goals. Performance at the bottom half of this level indicates that the employee has not demonstrated required skills and results in all MAR, but has responded positively to feedback and made observable efforts to improve. The employee is working at an acceptable level of competence and is eligible for a within-grade increase.

Minimally Successful: A level of performance that is minimally acceptable. It is not however at an acceptable level of performance for the purposes of granting a within-grade increase or conversion to permanent status. Performance shows significant deficiencies that require correction. The employee's work has been marginal in one or more MAR, jeopardizing attainment of key unit goals. The employee has made some improvements, but does not always respond positively to feedback on performance.

Unsatisfactory: A level of unacceptable performance. The employee clearly and consistently fails to meet performance requirements and/or produce expected results. Work products have not met the minimum requirements of the MAR. Deficiencies such as little or no contribution to meeting organization goals, failure to meet work objectives, failure to meet customer needs, and inattention to organizational priorities and administrative requirements are examples of work characteristics and/or performance that could lead to an Unsatisfactory rating. An Overall Rating of Unsatisfactory may lead to demotion or removal from the Library.



Library of Congress
Non-bargaining, Non-supervisory/Non-managerial, GS-15 and Below
Managers/Supervisors, GS-15 and Below

PERFORMANCE APPRAISAL FORM

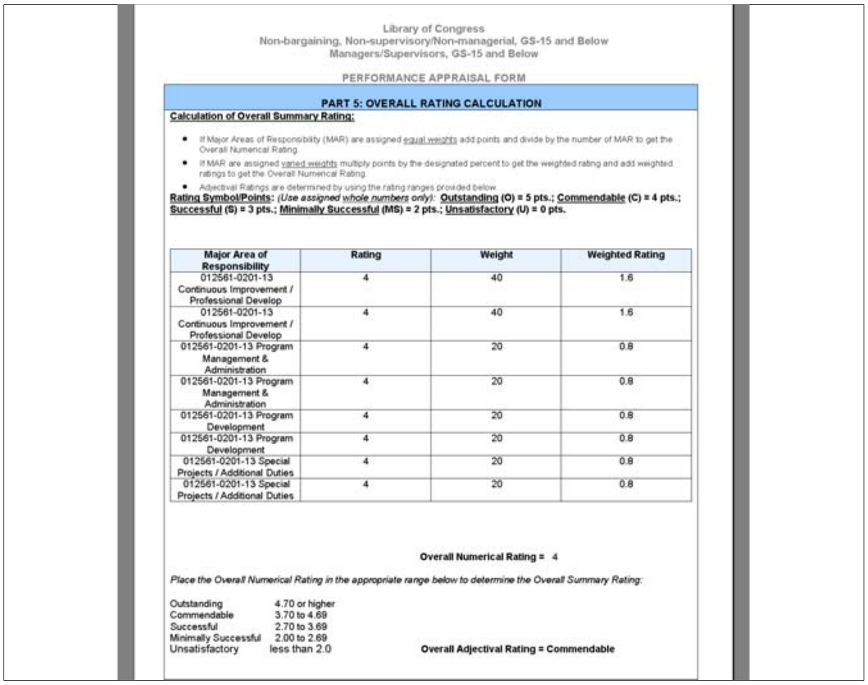
PART 4: NARRATIVE SUMMARY

Review a list of accomplishments provided by the employee for each major area of responsibility listed in the Performance Plan. Write a brief conversational narrative that describes the level of performance observed throughout the appraisal period, including accomplishments, outcomes, suggestions for achieving higher rating if Successful or below. Assign a rating for each major area of responsibility.*

* Recommended: Ask your staff to use the form *Writing Individual Performance Accomplishments* which is on the WPM web page under *General*.)

Major Area of Responsibility	Weight%	Rating
012561-0201-13 Continuous Improvement / Professional Develop	40	4
012561-0201-13 Continuous Improvement / Professional Develop	40	4
012561-0201-13 Program Management & Administration	20	4
012561-0201-13 Program Management & Administration	20	4
012561-0201-13 Program Development	20	4
012561-0201-13 Program Development	20	4
012561-0201-13 Special Projects / Additional Duties	20	4
012561-0201-13 Special Projects / Additional Duties	20	4

Manager's Comments



Library of Congress
Non-bargaining, Non-supervisory/Non-managerial, GS-15 and Below
Managers/Supervisors, GS-15 and Below

PERFORMANCE APPRAISAL FORM

PART 5: OVERALL RATING CALCULATION

Calculation of Overall Summary Rating:

- If Major Areas of Responsibility (MAR) are assigned equal weights add points and divide by the number of MAR to get the Overall Numerical Rating.
- If MAR are assigned varied weights multiply points by the designated percent to get the weighted rating and add weighted ratings to get the Overall Numerical Rating.
- Adjectival Ratings are determined by using the rating ranges provided below.

Rating Symbol/Points: *(Use assigned whole numbers only)*: **Outstanding (O) = 5 pts.; Commendable (C) = 4 pts.; Successful (S) = 3 pts.; Minimally Successful (MS) = 2 pts.; Unsatisfactory (U) = 0 pts.**

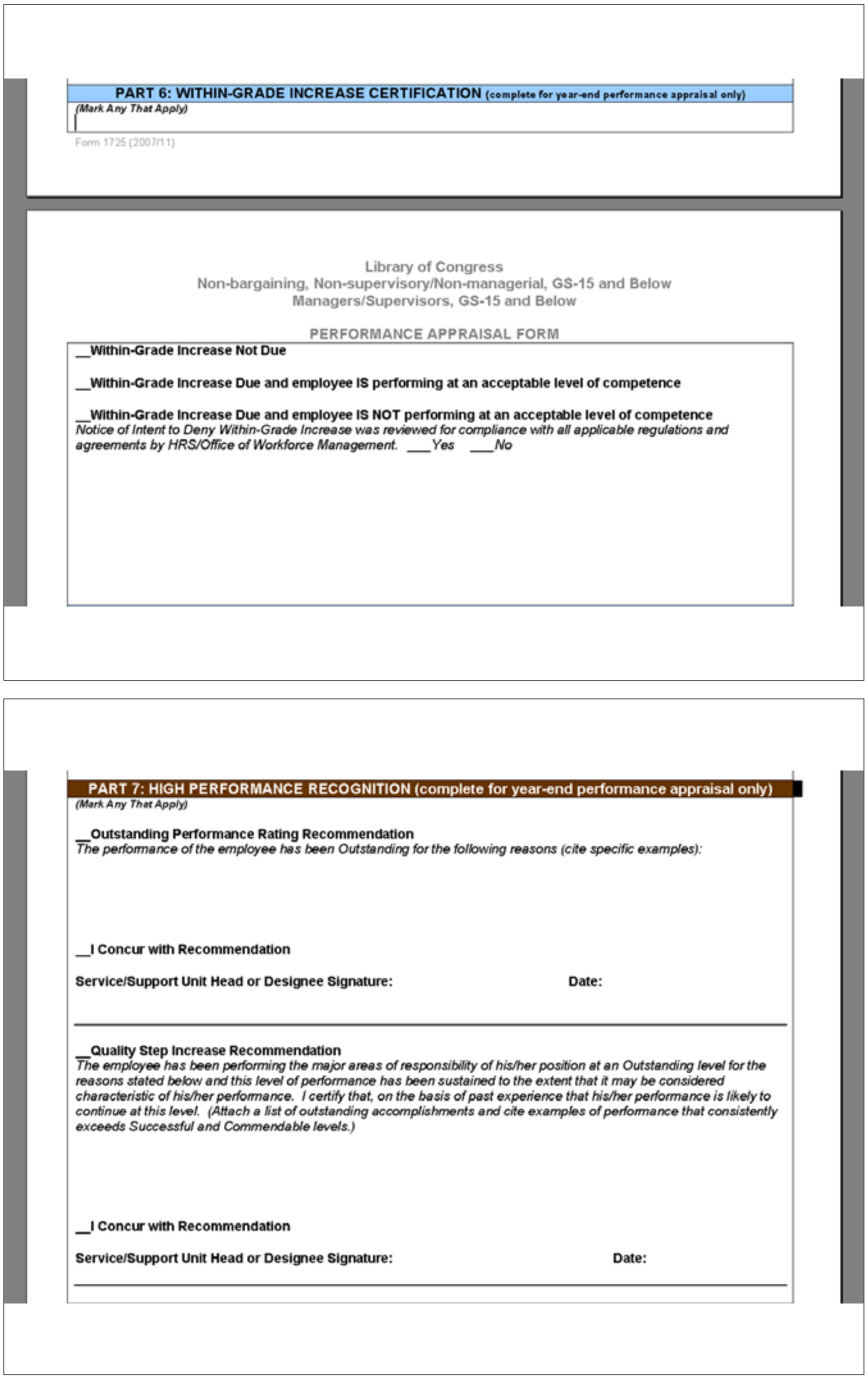
Major Area of Responsibility	Rating	Weight	Weighted Rating
012561-0201-13 Continuous Improvement / Professional Develop	4	40	1.6
012561-0201-13 Continuous Improvement / Professional Develop	4	40	1.6
012561-0201-13 Program Management & Administration	4	20	0.8
012561-0201-13 Program Management & Administration	4	20	0.8
012561-0201-13 Program Development	4	20	0.8
012561-0201-13 Program Development	4	20	0.8
012561-0201-13 Special Projects / Additional Duties	4	20	0.8
012561-0201-13 Special Projects / Additional Duties	4	20	0.8

Overall Numerical Rating = 4

Place the Overall Numerical Rating in the appropriate range below to determine the Overall Summary Rating:

Outstanding	4.70 or higher
Commendable	3.70 to 4.69
Successful	2.70 to 3.69
Minimally Successful	2.00 to 2.69
Unsatisfactory	less than 2.0

Overall Adjectival Rating = Commendable



PART 6: WITHIN-GRADE INCREASE CERTIFICATION (complete for year-end performance appraisal only)
(Mark Any That Apply)

Form 1725 (2007/11)

Library of Congress
Non-bargaining, Non-supervisory/Non-managerial, GS-15 and Below
Managers/Supervisors, GS-15 and Below

PERFORMANCE APPRAISAL FORM

__Within-Grade Increase Not Due

__Within-Grade Increase Due and employee IS performing at an acceptable level of competence

__Within-Grade Increase Due and employee IS NOT performing at an acceptable level of competence
Notice of Intent to Deny Within-Grade Increase was reviewed for compliance with all applicable regulations and agreements by HRS/Office of Workforce Management. ___Yes ___No

PART 7: HIGH PERFORMANCE RECOGNITION (complete for year-end performance appraisal only)
(Mark Any That Apply)

__Outstanding Performance Rating Recommendation
The performance of the employee has been Outstanding for the following reasons (cite specific examples):

__I Concur with Recommendation

Service/Support Unit Head or Designee Signature: **Date:**

__Quality Step Increase Recommendation
The employee has been performing the major areas of responsibility of his/her position at an Outstanding level for the reasons stated below and this level of performance has been sustained to the extent that it may be considered characteristic of his/her performance. I certify that, on the basis of past experience that his/her performance is likely to continue at this level. (Attach a list of outstanding accomplishments and cite examples of performance that consistently exceeds Successful and Commendable levels.)

__I Concur with Recommendation

Service/Support Unit Head or Designee Signature: **Date:**

Figure 141. Printed Document Sample

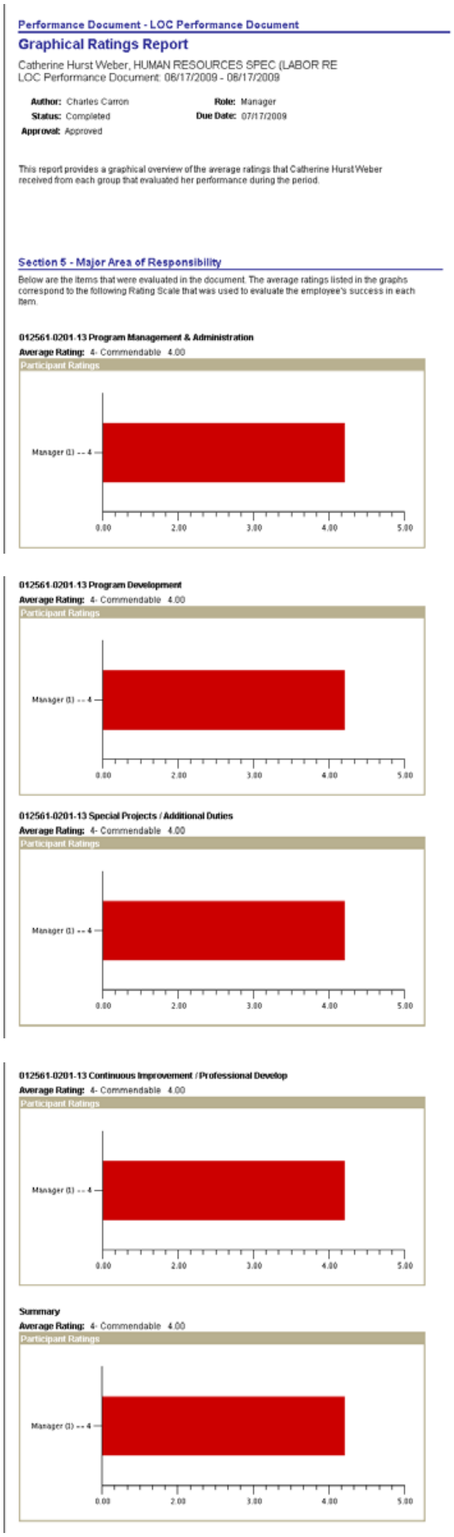
Graphical Rating Report

A graphical rating report can be run from a performance plan.

To run a graphical rating report:

1. Select a Document Type from the Current/History Performance Documents for the applicable employee.

2. Click the **Graphical Rating Report** icon. The printed Graphical Ratings report (**Figure 142**) is displayed. Below is a sample of a printed report.



Performance Document - LOC Performance Document

Graphical Ratings Report

Catherine Hurst Weber, HUMAN RESOURCES SPEC (LABOR RE
LOC Performance Document: 06/17/2009 - 06/17/2009

Author: Charles Carron
Role: Manager
Status: Completed
Due Date: 07/17/2009
Approval: Approved

This report provides a graphical overview of the average ratings that Catherine Hurst Weber received from each group that evaluated her performance during the period.

Section 5 - Major Area of Responsibility

Below are the items that were evaluated in the document. The average ratings listed in the graphs correspond to the following Rating Scale that was used to evaluate the employee's success in each item.

012561-0201-13 Program Management & Administration
Average Rating: 4- Commendable 4.00

Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00

012561-0201-13 Program Development
Average Rating: 4- Commendable 4.00

Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00

012561-0201-13 Special Projects / Additional Duties
Average Rating: 4- Commendable 4.00

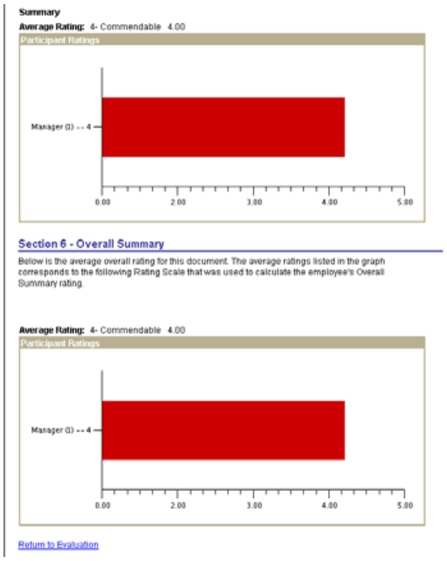
Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00

012561-0201-13 Continuous Improvement / Professional Develop
Average Rating: 4- Commendable 4.00

Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00

Summary
Average Rating: 4- Commendable 4.00

Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00



Summary

Average Rating: 4- Commendable 4.00

Section 6 - Overall Summary

Below is the average overall rating for this document. The average ratings listed in the graph corresponds to the following Rating Scale that was used to calculate the employee's Overall Summary rating.

Average Rating: 4- Commendable 4.00

Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00
Participant Ratings
Manager (1) -- 4
0.00
2.00
3.00
4.00
5.00
Return to Evaluation

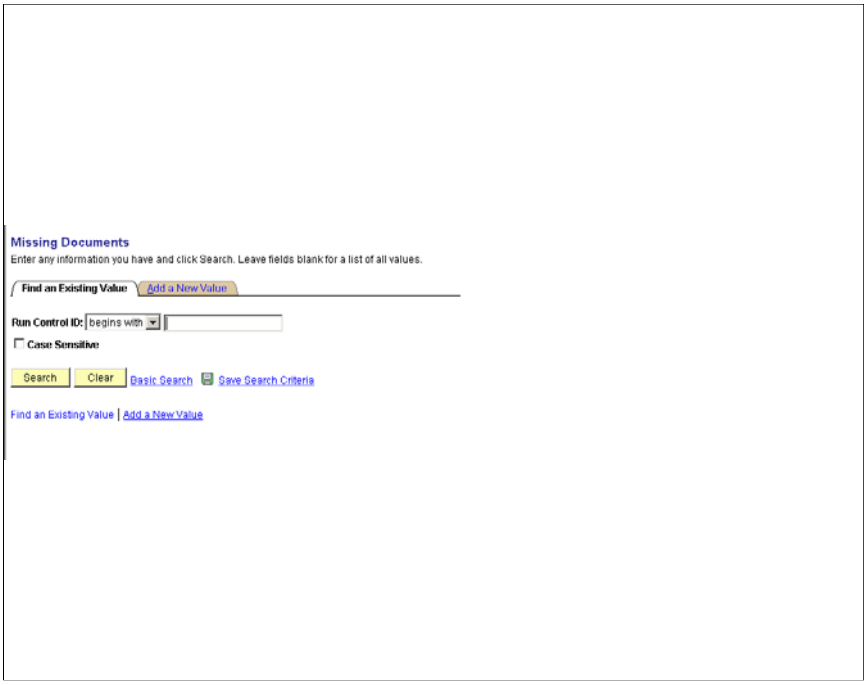
Figure 142. Graphical Ratings Report - Sample

Missing Documents

This report lists documents that were not created for a group of employees that are selected by group ID, document type, and date range. Knowing whether documents are missing is important if the HR department has defined desired rating distribution percentages, as the result of the distribution report are not reliable unless everyone in the group has a document and receives a rating during the period.

To generate missing documents report:

1. Select the ***Workforce Development*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Missing Documents*** component. The Find An Existing Value tab – Missing Documents page (**Figure 143**) is displayed.


Missing Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID: begins with

☐ Case Sensitive

Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

Figure 143. Find An Existing Value tab - Missing Documents page

5. Complete the field as follows:

Run Control Id	Enter the run control ID for the applicable value.

6. Click **Search**. The Missing Documents page (**Figure 145**) is displayed.

OR

Click **Clear** to clear the entry.

OR

Select the ***Add A New Value*** tab. The Add A New Value tab - Missing Documents page (**Figure 144**) is displayed.

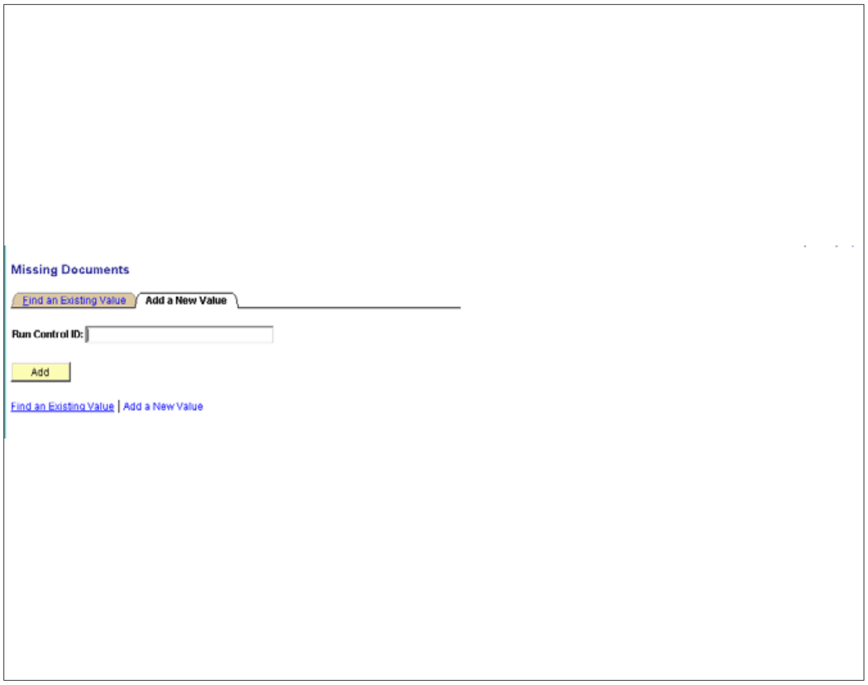
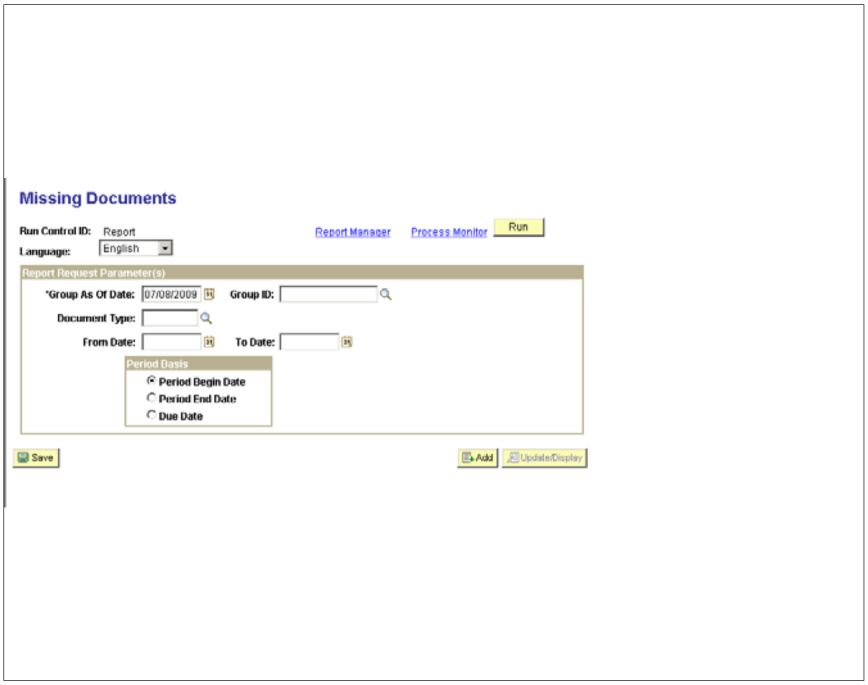

Missing Documents
Find an Existing Value
Add a New Value
Run Control ID:
Add
Find an Existing Value | Add a New Value

Figure 144. Add A New Value - Missing Documents page

7. Complete the field as follows:

Run Control Id	Enter the run control ID for the applicable value.

8. Click **Add**. The Missing Documents page (**Figure 145**) is displayed.


Missing Documents
Report Manager
Process Monitor
Run
Report Request Parameter(s)
Group ID:
Document Type:
From Date:
To Date:
Period Basis
○ Period End Date
○ Due Date
Save
Add
Update/Display

Run Control ID: Report
Language: English
*Group As Of Date: 07/08/2009
● Period Begin Date

Figure 145. Missing Documents page

9. Complete the fields as follows:

Run Control ID	This field is populated from the search criteria entered.
Language	This field defaults to `English`. To change, select data from the drop-down list. The valid values are as follows:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
English
Finnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S Chinese
Spanish
Swedish
TChinese
Thai
Turkish

***Group As Of Date**	Enter a group as of date or select a date from the calendar icon. The report generates a list of missing document for employees belonging to the group that is defined in the Group ID field as of the data specified.
Group ID	Enter the group ID or select data by clicking the search icon. This field identifies the group of employees to include in the report.

Document Type	Enter a document type, such as quarterly, annual, or yearly or select data by clicking the search icon.
From Date	This date is the beginning date of the data for the report. Enter the from date or select a date from the calendar icon.
To Date	This date is the ending date of the data for the report. Enter the to date or select a date from the calendar icon.
Period Basis/Period Begin Date	The period basis determines which of the dates on the manager evaluation the system uses when selecting mission document to publish in the report. Select this option to look for employees who do not have a document of the specified type with a period begin date falling within the range that was entered in the From Date and To Date fields.
Period Basis/Period End Date	The period basis determines which of the dates on the manager evaluation the system uses when selecting mission document to publish in the report. Select this option to look for employees who do not have a document of the specified type with a period ending date falling within the range that was entered in the From Date and To Date fields.
Period Basis/Period Due Date	The period basis determines which of the dates on the manager evaluation the system uses when selecting mission document to publish in the report. Select this option to look for employees who do not have a document of the specified type with a due date falling within the range entered in the From Date and To Date fields.
From And To Date	The from and to dates establish a date range that the system uses in conjunction with the period basis to select document to include in the report. For example, if the from and to date range of January 1, 2009 to December 31, 2001 is defined, and the period basis in `Period End Date`, the report only selects document whose period end date falls between those dates.

10. Click **Save**.

11. Click **Run** to run the report.

12. Click the ***Report Manager*** link.

OR

Click the ***Process Monitor*** link.

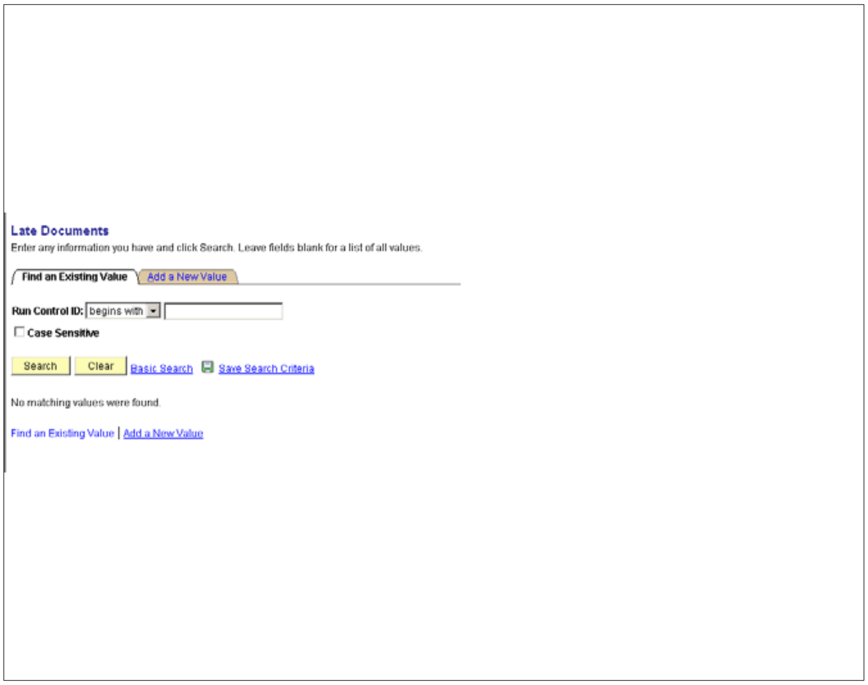
For more information on Run, Report Manager or Process Monitor, refer to Title 1, Chapter 17, ***EmpowHR***, Section 14, Reporting.

Late Documents Report

Use this report to generate a list of late documents, by document type, for a group of employees. If the current date is greater than the due date and the status of the manager evaluation is not yet complete, the document is reported as late. This report ignores documents that are cancelled.

To generate late documents report::

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Late Documents Report*** component. The Find An Existing Value tab **–** Late Documents page (**Figure 146**) is displayed.



Late Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID: begins with

☐ Case Sensitive

No matching values were found.

Figure 146. Find An Existing Value tab - Late Documents page

5. Complete the field as follows:

Run Control Id	Enter the run control ID for the applicable value.

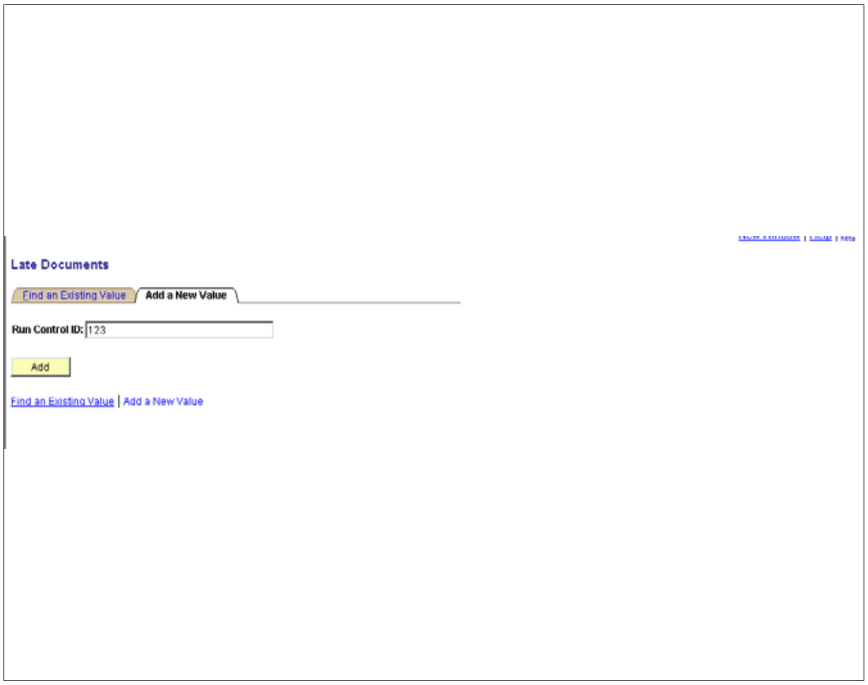
6. Click **Search**. The Late Documents page (**Figure 148**) is displayed.

OR

Click **Clear** to clear the entry.

OR

Select the ***Add A New Value*** tab. The Add A New Value tab - Late Documents page (**Figure 147**) is displayed.


Late Documents
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

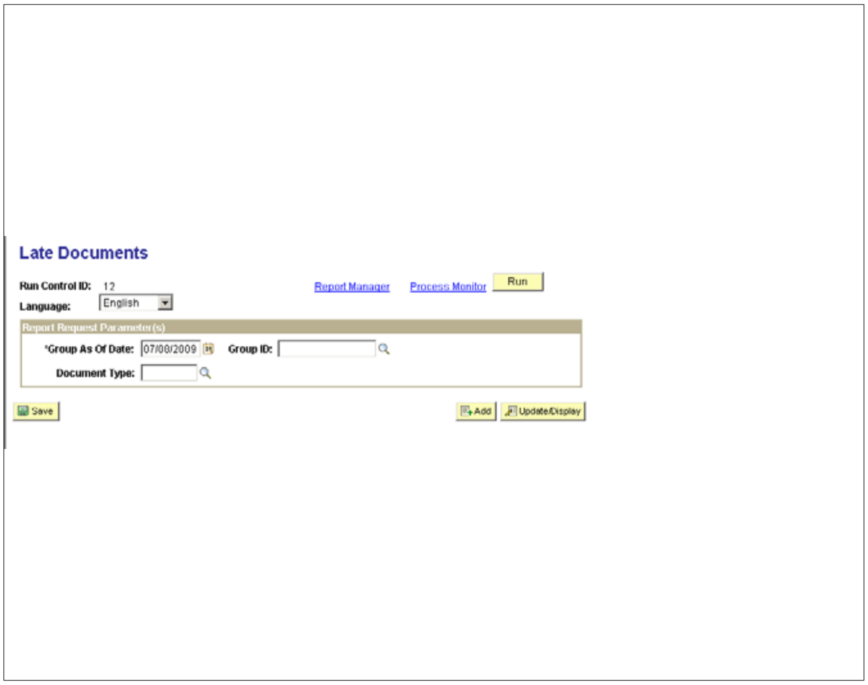
Run Control ID: 123

Figure 147. Add A New Value - Late Documents page

7. Complete the field as follows:

Run Control Id	Enter the run control ID for the applicable value.

8. Click **Add**. The Missing Documents page (**Figure 148**) is displayed.


Late Documents
Report Manager
Process Monitor
Run
Report Request Parameter(s)
Save
Add
Update/Display

Run Control ID: 12
Language: English
*Group As Of Date: 07/08/2009
Group ID:
Document Type:

Figure 148. Late Documents page

9. Complete the fields as follows:

Run Control ID	This field is populated from the search criteria entered.
Language	This field defaults to `English`. To change, select data from the drop-down list. The valid values are as follows:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
English
Finnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian

Language Valid Values
Polish
Portuguese
Russian
S Chinese
Spanish
Swedish
TChinese
Thai
Turkish

***Group As Of Date**	Enter a group as of date or select a date from the calendar icon. The report generates a list of late documents for employees belonging to the group that is defined in the Group ID field as of the date specified.
Group ID	Enter the group ID or select data by clicking the search icon. This field identifies the group of employees to include in the report.
Document Type	Enter a document type, such as quarterly, annual, or yearly or select data by clicking the search icon.

10. Click **Save**.
11. Click **Run** to run the report.
12. Click the ***Report Manager*** link.

    OR

    Click the ***Process Monitor*** link.

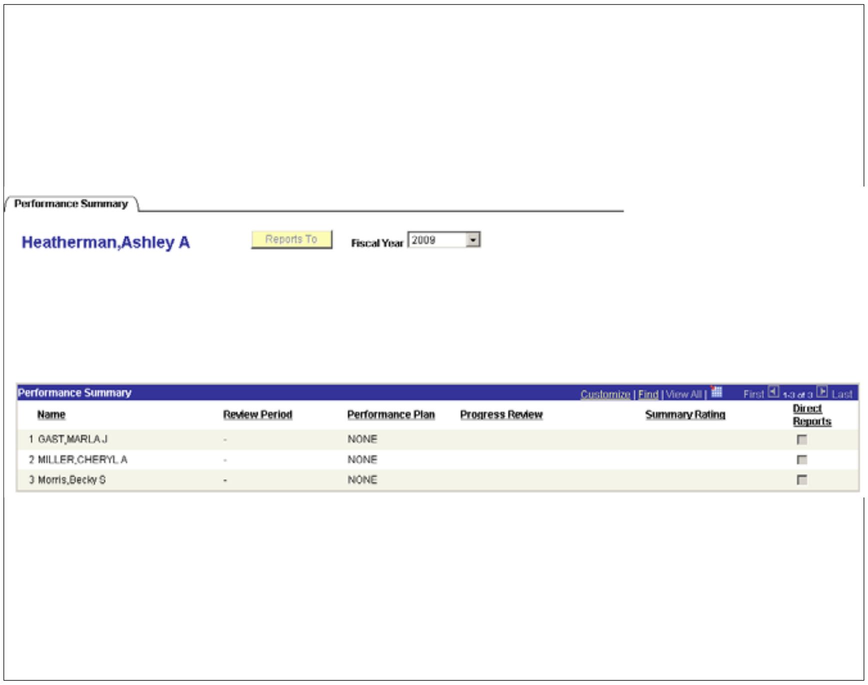
For more information on Report Manager and Process Monitor, refer to Title 1, Chapter 17, ***EmpowHR***, Section 14, Reporting.

Performance Summary

Use this report to generate information on the summary of performance for employees.

To generate a Performance Summary Report:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Performance Summary*** component. The Performance Summary tab page (**Figure 149**) is displayed.



Heatherman,Ashley A

Fiscal Year: 2009

Performance Summary

	Name	Review Period	Performance Plan	Progress Review	Summary Rating	Direct Reports
1	GAST,MARLA J	-	NONE			☐
2	MILLER,CHERYL A	-	NONE			☐
3	Morris,Becky S	-	NONE			☐

Figure 149. Performance Summary tab page

5. Complete the fields as follows:

Fiscal Year	Enter the fiscal year (XXXX) to determine the report results or select a year from the drop-down list.

The results are automatically generated. The names listed are the employees that report to the name at the top of the page.

Detailed Staff

This report lists the detailed staff.

To generate a Detailed Staff Report:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Detailed Staff Report*** component. The Detailed Staff Report page (**Figure 150**) is displayed.

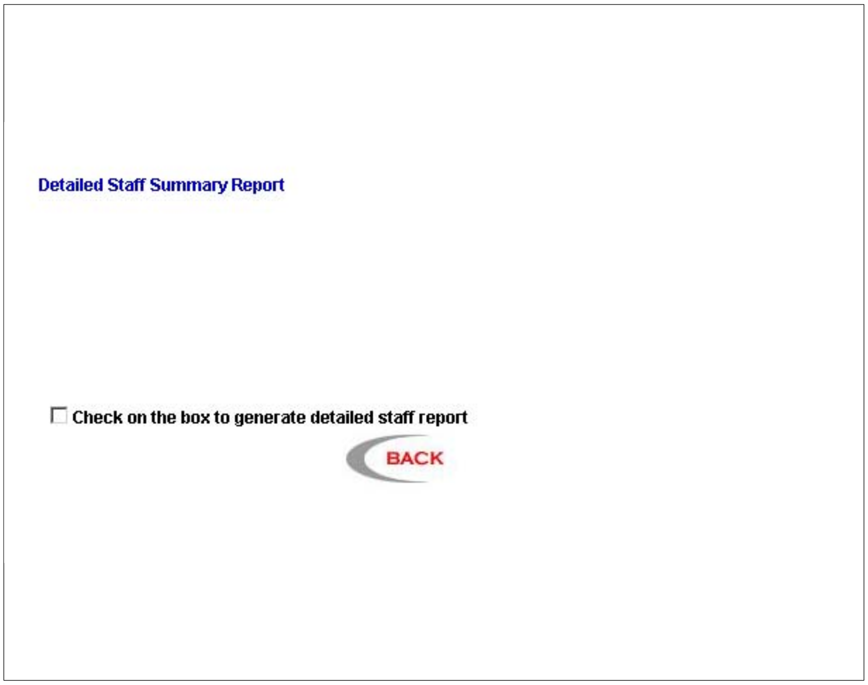
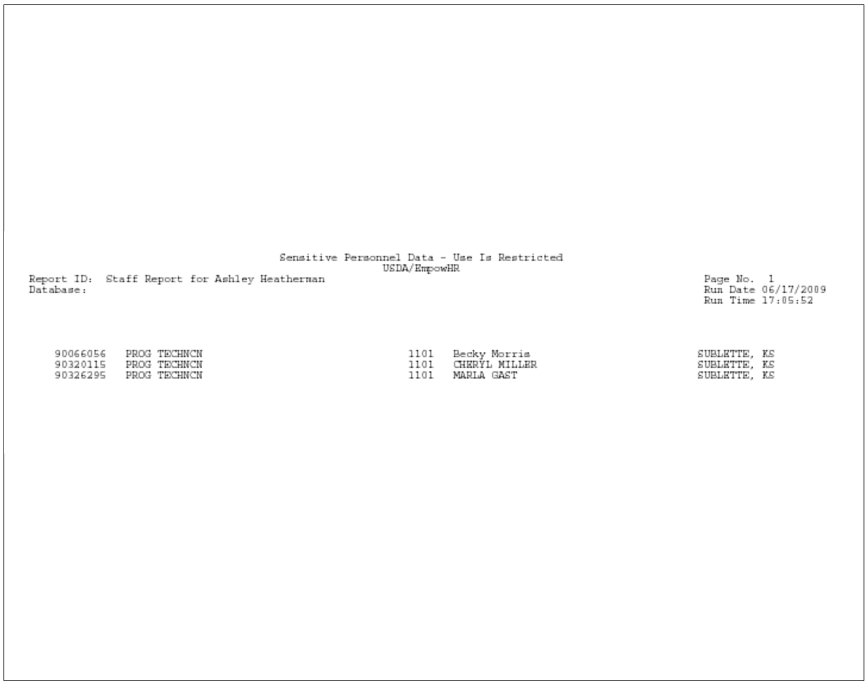

Detailed Staff Summary Report
☐ Check on the box to generate detailed staff report
BACK

Figure 150. Detailed Staff Summary Report page

5. Check the box to generate the Detailed Staff Summary Report. The Detailed Staff Summary Report (**Figure 151**) is displayed.



```
                          Sensitive Personnel Data - Use Is Restricted
                                          USDA/EmpowHR
Report ID:  Staff Report for Ashley Heatherman                                              Page No.  1
Database:                                                                                   Run Date 06/17/2009
                                                                                            Run Time 17:05:52


   90066056   PROG TECHNCN                             1101   Becky Morris                 SUBLETTE, KS
   90320115   PROG TECHNCN                             1101   CHERYL MILLER                SUBLETTE, KS
   90326295   PROG TECHNCN                             1101   MARLA GAST                   SUBLETTE, KS
```

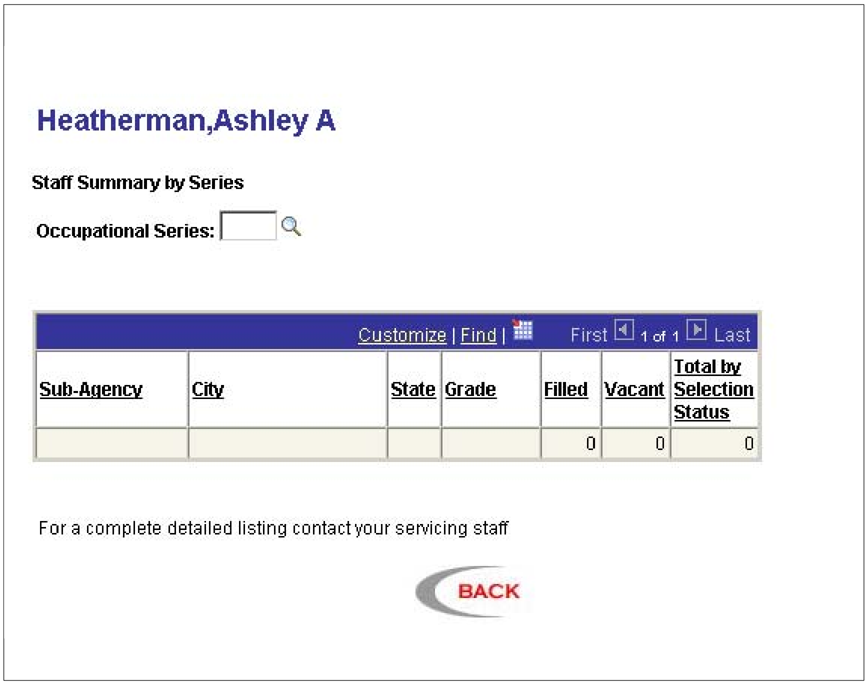
Figure 151. Detailed Staff Summary Report

Staff Summary - Series

Use this report to generate a list of series for their staff.

To generated a Staff Summary - Series Report:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Detailed Staff Summary - Series*** component. The Staff Summary By Series page (**Figure 152**) is displayed.



Heatherman,Ashley A

Staff Summary by Series

Occupational Series:

Sub-Agency	City	State	Grade	Filled	Vacant	Total by Selection Status
				0	0	0

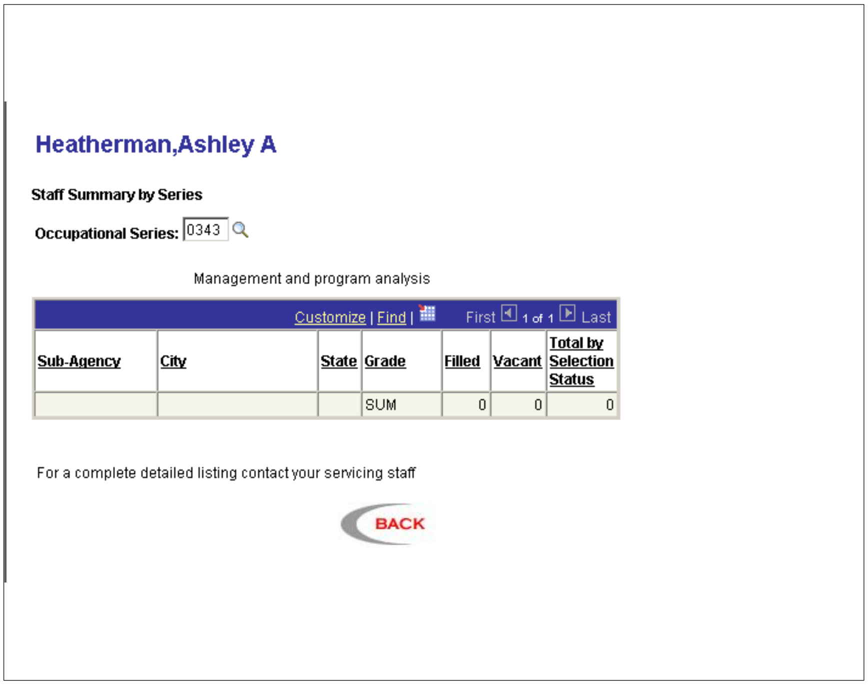
For a complete detailed listing contact your servicing staff

Figure 152. Staff Summary By Series page

5. Complete the field as follows:

Occupational Series	Enter the series or select data by clicking the search icon.

The Staff Summary By Series report (**Figure 153**) is displayed.



Heatherman,Ashley A

Staff Summary by Series

Occupational Series: 0343

Management and program analysis

Sub-Agency	City	State	Grade	Filled	Vacant	Total by Selection Status
			SUM	0	0	0

For a complete detailed listing contact your servicing staff

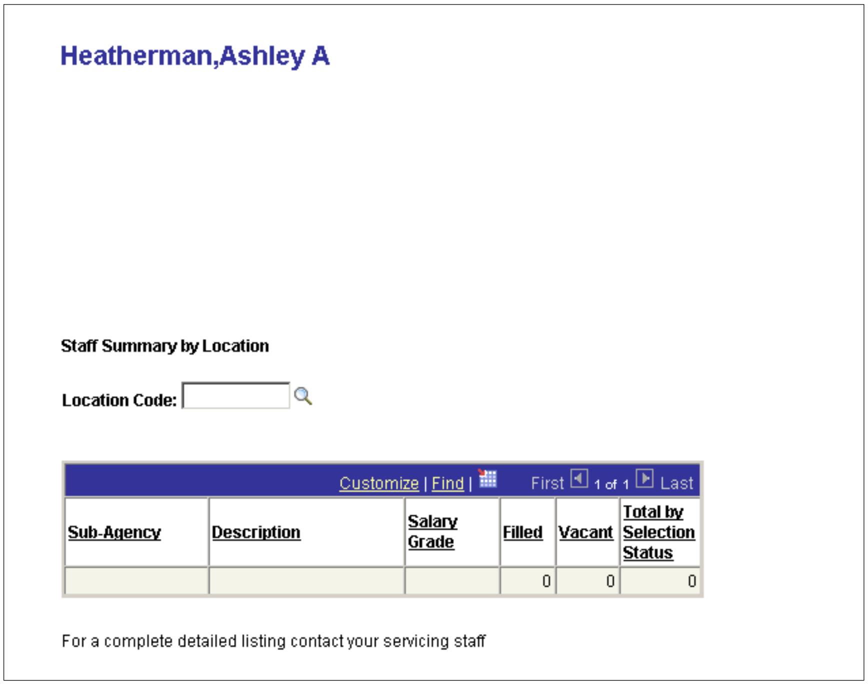
Figure 153. Staff Summary By Series report

Staff Summary - Location

Use this report to generate the location of employees in the organization

To generate a Staff Summary - Location report:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Staff Summary - Location Report*** component. The Staff Summary By Location page (**Figure 154**) is displayed.



Heatherman,Ashley A

Staff Summary by Location

Location Code:

Sub-Agency	Description	Salary Grade	Filled	Vacant	Total by Selection Status
			0	0	0

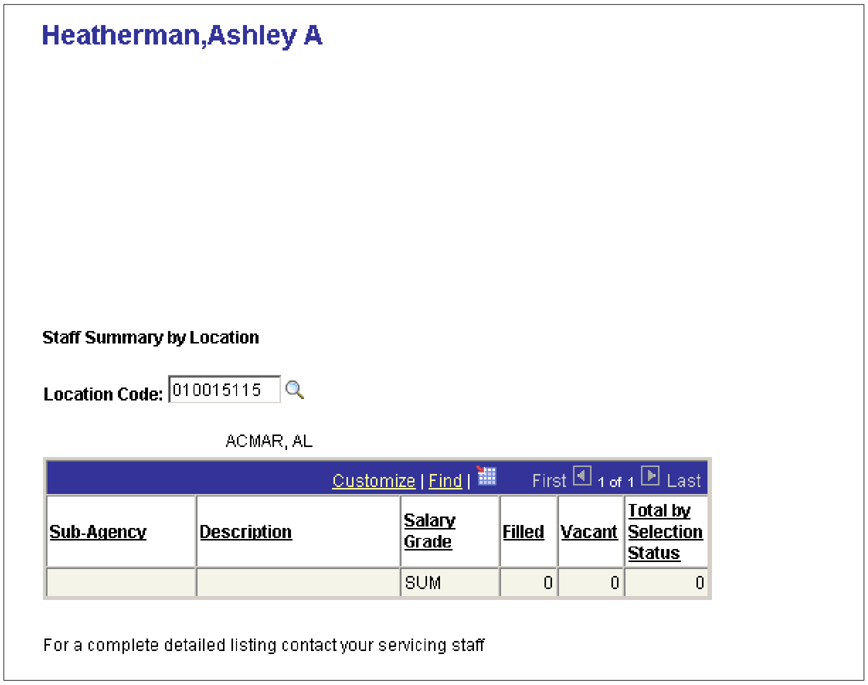
For a complete detailed listing contact your servicing staff

Figure 154. Staff Summary By Location page

5. Complete the field as follows:

Location Code	Enter the location code or select data by clicking the search icon.

The Staff Summary By Location report (**Figure 155**) is displayed.



Heatherman,Ashley A

Staff Summary by Location

Location Code: 010015115

ACMAR, AL

Sub-Agency	Description	Salary Grade	Filled	Vacant	Total by Selection Status
		SUM	0	0	0

For a complete detailed listing contact your servicing staff

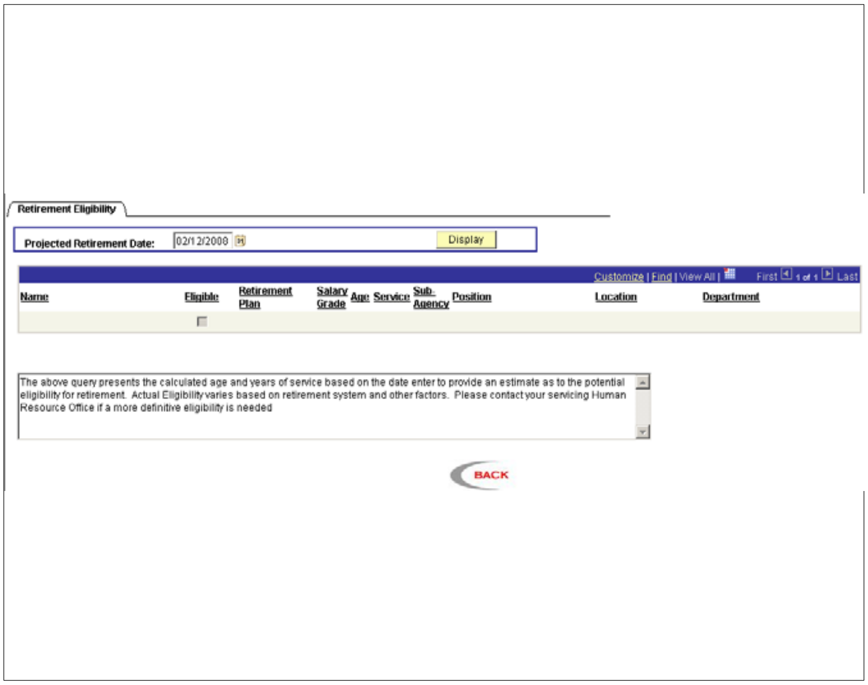
Figure 155. Staff Summary By Location report

Retirement Eligibility

This report list employees that are eligible for retirement by entering a date range.

To generate a Retirement Eligibility report:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Retirement Eligibility*** component. The Retirement Eligibility tab page (**Figure 156**) is displayed.



Projected Retirement Date: 02/12/2008

Name	Eligible	Retirement Plan	Salary Grade	Age	Service	Sub-Agency	Position	Location	Department
	☐								

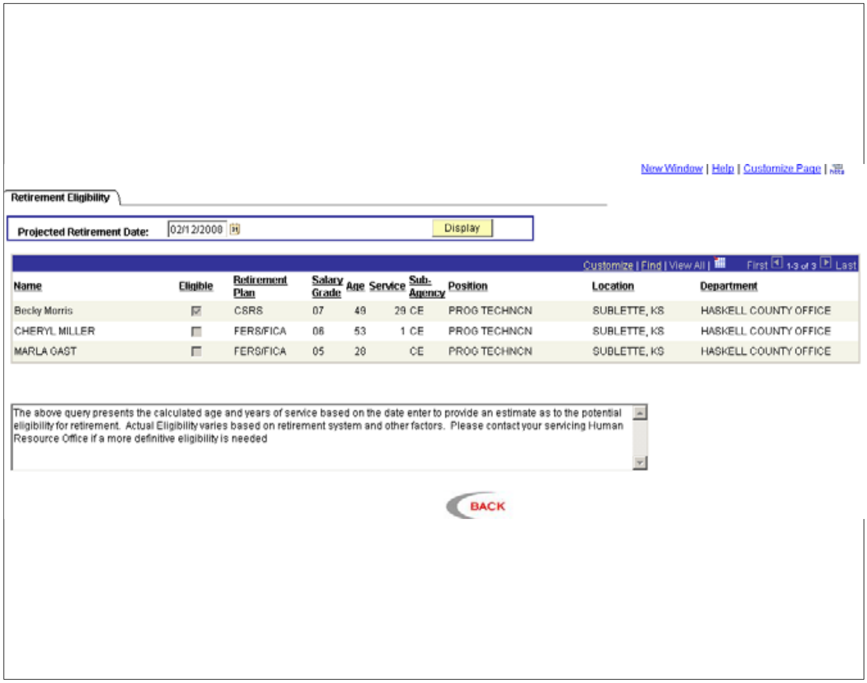
The above query presents the calculated age and years of service based on the date enter to provide an estimate as to the potential eligibility for retirement. Actual Eligibility varies based on retirement system and other factors. Please contact your servicing Human Resource Office if a more definitive eligibility is needed

Figure 156. Retirement Eligibility tab page

5. Complete the field as follows:

Projected Retirement Date	Enter projected date for the retirement report results or select a date from the calendar icon.

The Retirement Eligibility report (**Figure 157**) is displayed.


New Window | Help | Customize Page
Retirement Eligibility
Display
Customize | Find | View All |
First 1-3 of 3 Last
BACK

Projected Retirement Date: 02/12/2008

Name	Eligible	Retirement Plan	Salary Grade	Age	Service	Sub-Agency	Position	Location	Department
Becky Morris	☑	CSRS	07	49	29	CE	PROG TECHNCN	SUBLETTE, KS	HASKELL COUNTY OFFICE
CHERYL MILLER	☐	FERS/FICA	08	53	1	CE	PROG TECHNCN	SUBLETTE, KS	HASKELL COUNTY OFFICE
MARLA GAST	☐	FERS/FICA	05	28		CE	PROG TECHNCN	SUBLETTE, KS	HASKELL COUNTY OFFICE

The above query presents the calculated age and years of service based on the date enter to provide an estimate as to the potential eligibility for retirement. Actual Eligibility varies based on retirement system and other factors. Please contact your servicing Human Resource Office if a more definitive eligibility is needed

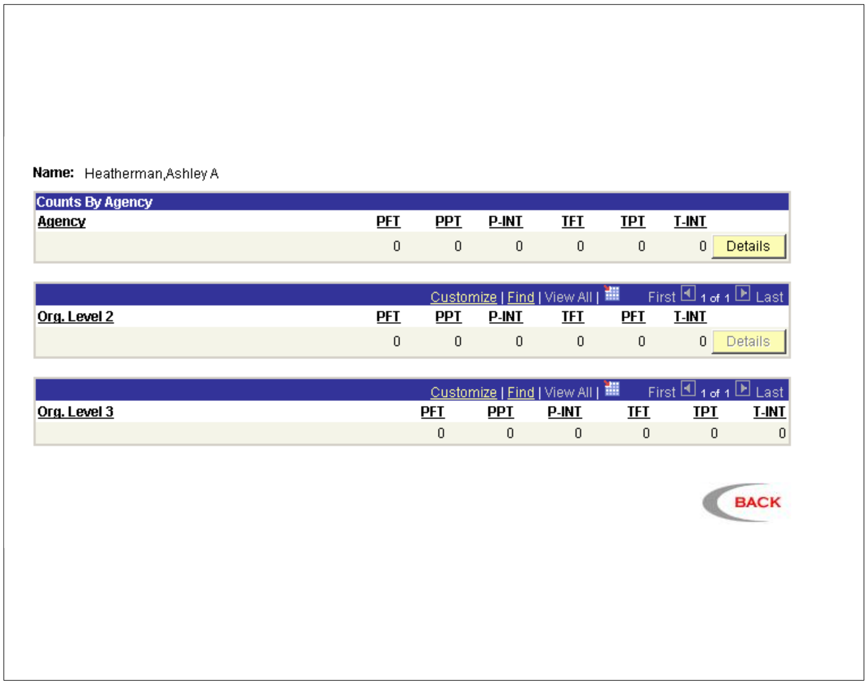
Figure 157. Retirement Eligibility report

Executive Summary

This report displays the number of executives by organization.

To generate an Executive Summary report:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***Reports*** menu item.
4. Select the ***Executive Summary*** component. The Executive Summary report (**Figure 158**) is displayed.



Name: Heatherman,Ashley A

Counts By Agency

Agency	PFT	PPT	P-INT	TFT	TPT	T-INT
	0	0	0	0	0	0

Org. Level 2	PFT	PPT	P-INT	TFT	PFT	T-INT
	0	0	0	0	0	0

Org. Level 3	PFT	PPT	P-INT	TFT	TPT	T-INT
	0	0	0	0	0	0

Figure 158. Executive Summary report

5. Click **Details** to view the details of the report.

Inquiry

This section contains the following information:

Manager And Employee Pages

Administrator Pages

Manager And Employee Pages

Managers, employees, and human resources (HR) administrators can access different inquiry pages that enable them to view data of interest to their role.

Managers and employees can view lists of their completed documents for both performance and development evaluations and can drill down to detail documents.

Additionally, managers can view the approval status of documents for their direct reports and access documents for their indirect report in view-only mode.

Administrator Pages

The following inquiry pages are designed specifically for HR administrators:

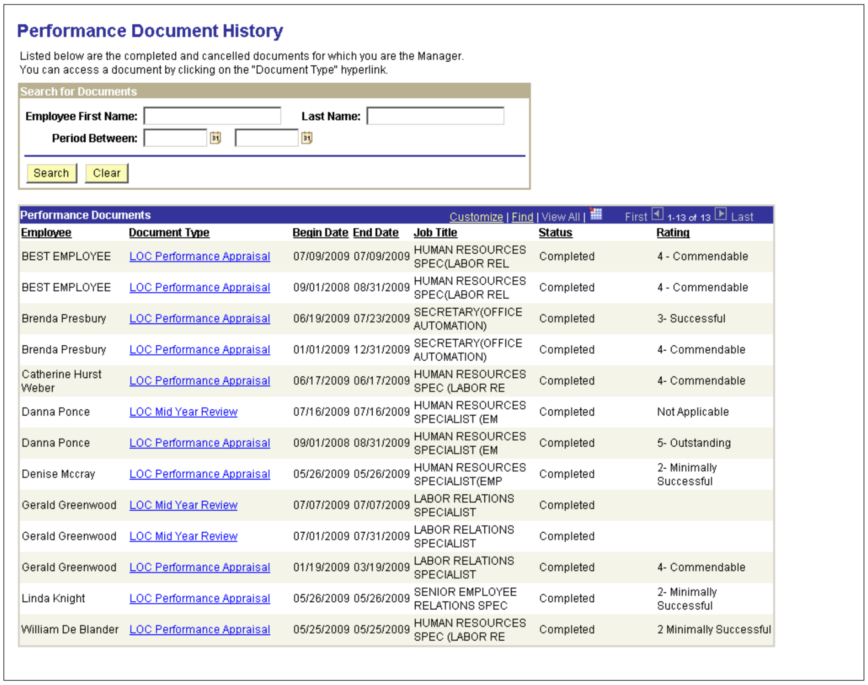
Page	Description
Rating Distribution Summary Page	This page contains preliminary, actual, and desired rating distributions for a group of employees, defined by group ID, in the form of a bar chart. Administrators use this page to determine whether ratings are distributed in the expected manner, and to plan how to bring actual ratings in line with desired ratings.
Status Summary Page	This page contains a pie chart that summarizes the status of documents for a group of employees.
Debug/Trace Results page	This page lists the detailed calculations that are associated with a particular document. An HR administrator can use this information to debug suspected problems with rating calculations.

The table below describes the page and the navigation to view historical documents:

Page Name	Navigation	Usage
Performance Document History	Access this page through different paths: ■ Manager Self Service, Performance Management Performance Documents Historical Documents Performance Document History ■ Self Self Service, Performance Management Performance Documents Historical Documents Performance Document History	Access completed documents for employees that are managed by you or for yourself.
Development Document History	■ Manager Self Service, Performance Management Development Documents Historical Documents Development Document History ■ Self Self Service, Performance Management Performance Documents Historical Documents Development Document History	Access completed documents for employees that are managed by you or for yourself.
My Historical Evaluations For Others	■ Self Service, Performance Management Performance Documents Historical Evaluations My Historical Evaluations For Others ■ Self Self Service, Performance Management Development Documents Historical Evaluations My Historical Evaluations For Others	Access completed documents for multi-participant evaluations in which you participated.

To access completed documents:

The navigation for the pages are in the table above. These pages are all similar in appearance and usage; only Performance Document History page (**Figure 159**) is displayed here.



Performance Document History

Listed below are the completed and cancelled documents for which you are the Manager.
You can access a document by clicking on the "Document Type" hyperlink.

Search for Documents

Employee First Name: **Last Name:**
Period Between:

Performance Documents

Employee	Document Type	Begin Date	End Date	Job Title	Status	Rating
BEST EMPLOYEE	LOC Performance Appraisal	07/09/2009	07/09/2009	HUMAN RESOURCES SPEC(LABOR REL	Completed	4 - Commendable
BEST EMPLOYEE	LOC Performance Appraisal	09/01/2008	08/31/2009	HUMAN RESOURCES SPEC(LABOR REL	Completed	4 - Commendable
Brenda Presbury	LOC Performance Appraisal	06/19/2009	07/23/2009	SECRETARY(OFFICE AUTOMATION)	Completed	3- Successful
Brenda Presbury	LOC Performance Appraisal	01/01/2009	12/31/2009	SECRETARY(OFFICE AUTOMATION)	Completed	4- Commendable
Catherine Hurst Weber	LOC Performance Appraisal	06/17/2009	06/17/2009	HUMAN RESOURCES SPEC (LABOR RE	Completed	4- Commendable
Danna Ponce	LOC Mid Year Review	07/16/2009	07/16/2009	HUMAN RESOURCES SPECIALIST (EM	Completed	Not Applicable
Danna Ponce	LOC Performance Appraisal	09/01/2008	08/31/2009	HUMAN RESOURCES SPECIALIST (EM	Completed	5- Outstanding
Denise Mccray	LOC Performance Appraisal	05/26/2009	05/26/2009	HUMAN RESOURCES SPECIALIST(EMP	Completed	2- Minimally Successful
Gerald Greenwood	LOC Mid Year Review	07/07/2009	07/07/2009	LABOR RELATIONS SPECIALIST	Completed	
Gerald Greenwood	LOC Mid Year Review	07/01/2009	07/31/2009	LABOR RELATIONS SPECIALIST	Completed	
Gerald Greenwood	LOC Performance Appraisal	01/19/2009	03/19/2009	LABOR RELATIONS SPECIALIST	Completed	4- Commendable
Linda Knight	LOC Performance Appraisal	05/26/2009	05/26/2009	SENIOR EMPLOYEE RELATIONS SPEC	Completed	2- Minimally Successful
William De Blander	LOC Performance Appraisal	05/25/2009	05/25/2009	HUMAN RESOURCES SPEC (LABOR RE	Completed	2 Minimally Successful

Figure 159. Performance Document History page

1. Complete the fields as follows:

Enter search criteria to limit which document appear in the list.

Employee First Name	Enter the first name of the employee whose document is being accessed.
Employee Last Name	Enter the last name of the employee whose document is being accessed.
Period Between	Enter a date or select a date from the calendar icon for which to view documents.

2. Click **Search** to search for the criteria entered.

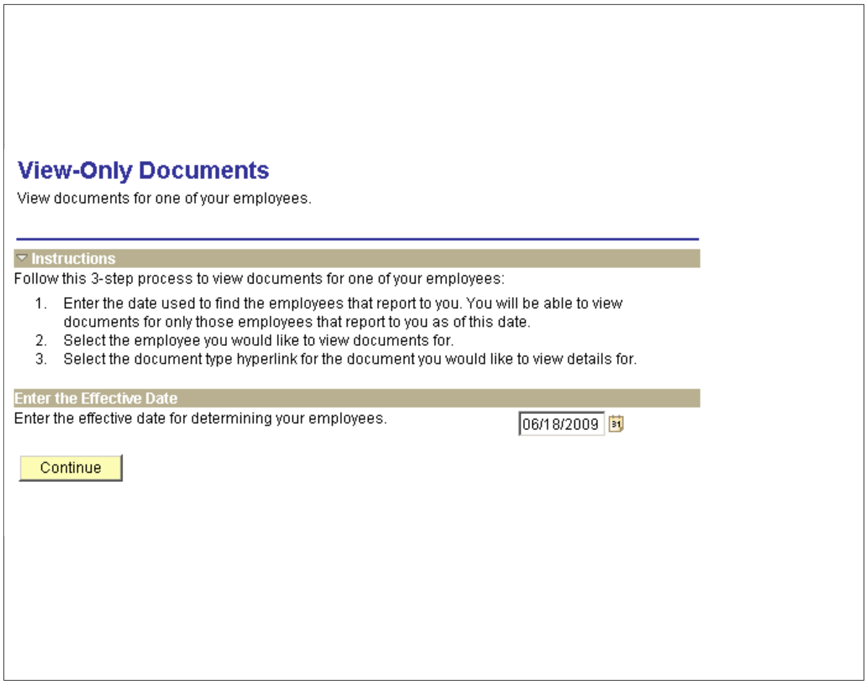
   OR

   Click **Clear** to clear the search criteria entered.

3. Click the link under the ***Document Type*** link to open the document for viewing.

To view document for Indirect Reports:

1. Select the ***Manager Self Service*** menu.
2. Select the ***Performance Management*** menu group.
3. Select the ***View Only Documents*** component. The View Only Documents page (**Figure 160**) is displayed.



View-Only Documents

View documents for one of your employees.

Follow this 3-step process to view documents for one of your employees:

1. Enter the date used to find the employees that report to you. You will be able to view documents for only those employees that report to you as of this date.
2. Select the employee you would like to view documents for.
3. Select the document type hyperlink for the document you would like to view details for.

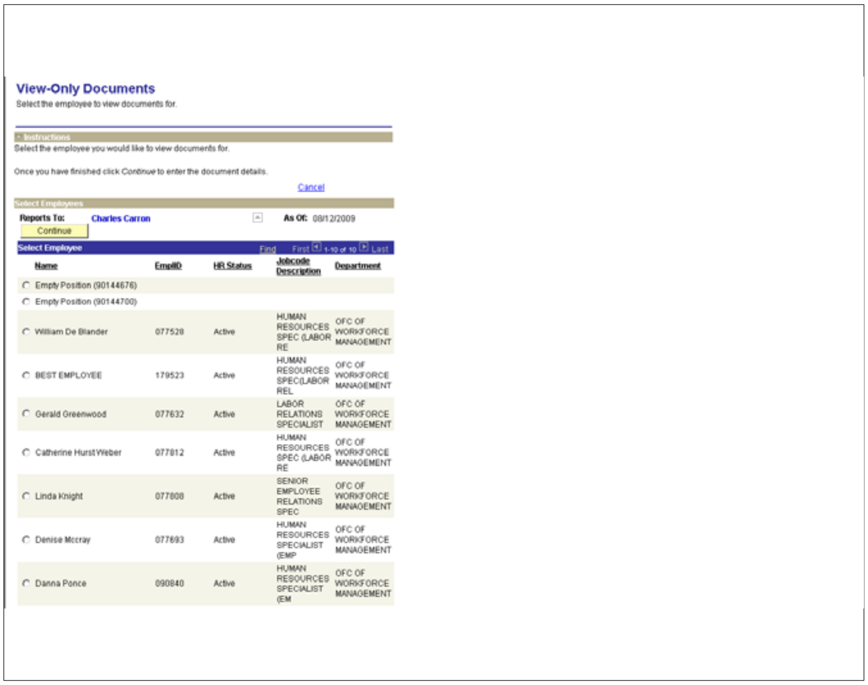
Enter the effective date for determining your employees. 06/18/2009

Figure 160. View Only Documents page

4. Complete the fields as follows:

Effective Date	Enter the effective date or select a date from the calendar icon.

5. Click **Continue**. A list of employee is displayed.



View-Only Documents

Select the employee to view documents for.

Select the employee you would like to view documents for.

Once you have finished click *Continue* to enter the document details.

Reports To: Charles Carron

As Of: 08/12/2009

Name	EmplID	HR Status	Jobcode Description	Department
○ Empty Position (90144676)				
○ Empty Position (90144700)				
○ William De Blander	077528	Active	HUMAN RESOURCES SPEC (LABOR RE	OFC OF WORKFORCE MANAGEMENT
○ BEST EMPLOYEE	179523	Active	HUMAN RESOURCES SPEC(LABOR REL	OFC OF WORKFORCE MANAGEMENT
○ Gerald Greenwood	077632	Active	LABOR RELATIONS SPECIALIST	OFC OF WORKFORCE MANAGEMENT
○ Catherine Hurst Weber	077812	Active	HUMAN RESOURCES SPEC (LABOR RE	OFC OF WORKFORCE MANAGEMENT
○ Linda Knight	077808	Active	SENIOR EMPLOYEE RELATIONS SPEC	OFC OF WORKFORCE MANAGEMENT
○ Denise Mccray	077693	Active	HUMAN RESOURCES SPECIALIST (EMP	OFC OF WORKFORCE MANAGEMENT
○ Danna Ponce	090840	Active	HUMAN RESOURCES SPECIALIST (EM	OFC OF WORKFORCE MANAGEMENT

6. Select an employee.

7. Click **Continue**.
8. Click the link under the ***Document Type*** link to open the document for viewing.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

Administrative Processes, 3
Administrator Pages, 225
Advisor Tools, 165
Approve Documents, 183

C

Calculation Methods, 35
Cancelling Documents, 192
Cloning Documents, 89
Cloning Template Definitions, 66
Conduct Reviews, 181
Create/Edit Performance Documents As A Manager, 99
Creating Document Templates, 36

D

Defining Content For The Development Tips And Results Writer Tools, 76
Defining Content For The Language Checker Tool, 70
Defining Development Tips, 76
Defining Document Types, 14
Defining General Template Information, 36
Defining Ojectionable Words And Phrases, 70
Defining Results Writer Text For Competencies, 79
Defining Roles, 19
Defining Sections, 23
Defining Suggested Wording, 73
Delegate Approvals, 186
Deleting Documents, 195
Detailed Staff, 217
Document Content, 89
Document Generation, 89

E

Entering Comments and Ratings on Evlauations, 155
Entering/Modifying System Settings, 4
ePerformance Busisnes Processes, 2
ePerformance Overview, 1
ePerformance Text Catalog Settings, 9
ESS Performance Management, 122
Executive Summary, 224

F

Finalization Activities, 166

G

Generate Documents As An HR Administrator, 90
Generating Documents, 87
Graphical Rating Report, 206

H

HR Performance Management, 90

I

Initializing From Profiles, 90
Inquiry, 225

L

Language Checker Tool, 169

Late Documents Report, 213

Linking Development Tips To Competencies And Sub–Competencies, 83

M

Manager And Employee Pages, 225

Managing Administrative Tasks, 187

Managing Reviews And Approvals, 177

Missing Documents, 208

Modifying Evaluation Criteria, 140

Modifying Self–Service Pages And Email Notifications, 8

Monitoring Evaluations, 4

MSS Performance Management, 98

N

Notifications, 10

P

Performance Management, 1

Performance Summary, 216

Preliminary Ratings, 198

Printable Performance Appraisal/Development Plan, 203

R

Ratings And Comments, 165

Ratings And Weighting, 35

Record Performance Notes, 160

Record Preliminary Ratings, 155

Reports, 203

Resetting Document Status, 190

Resolve Approval Transaction In Error, 186

Retirement Eligibility, 222

S

Search Collections For Results Writer And Development Tips, 69

Select Current Development Documents, 152

Select Current Performance Documents, 150

Selecting Documents, 150

Setting Up Document Templates, 12

Setting Up ePerformance, 4

Setting Up Roles, 20

Special Processing, 35

Staff Summary – Location, 218, 220

Sub ID, 9

T

Template Setup For Results Writer And Development Tips Use, 69

Text Catalog Keys, 9

Text Subsitution, 10

Transferring Documents, 187

U

Understanding Advisor Tools, 68

Update Evaluations, 169

Using Profile Types, 7

Using Rating Models, 6

Using The Contect Catalog, 7

V

View Document Creation Results As An HR Administrator, 95

Viewing Dcoument Statuses, 147

Viewing Document Progress Details, 147

Viewing Documents, 200

W

Working With Approvals And Reviews, 8

Working With Manage Profiles, 6

Writing Tools, 168